



Virtual Family Readiness Group (vFRG)

Webinar Training Beginner Session #1

Beginner Session #1 Topics



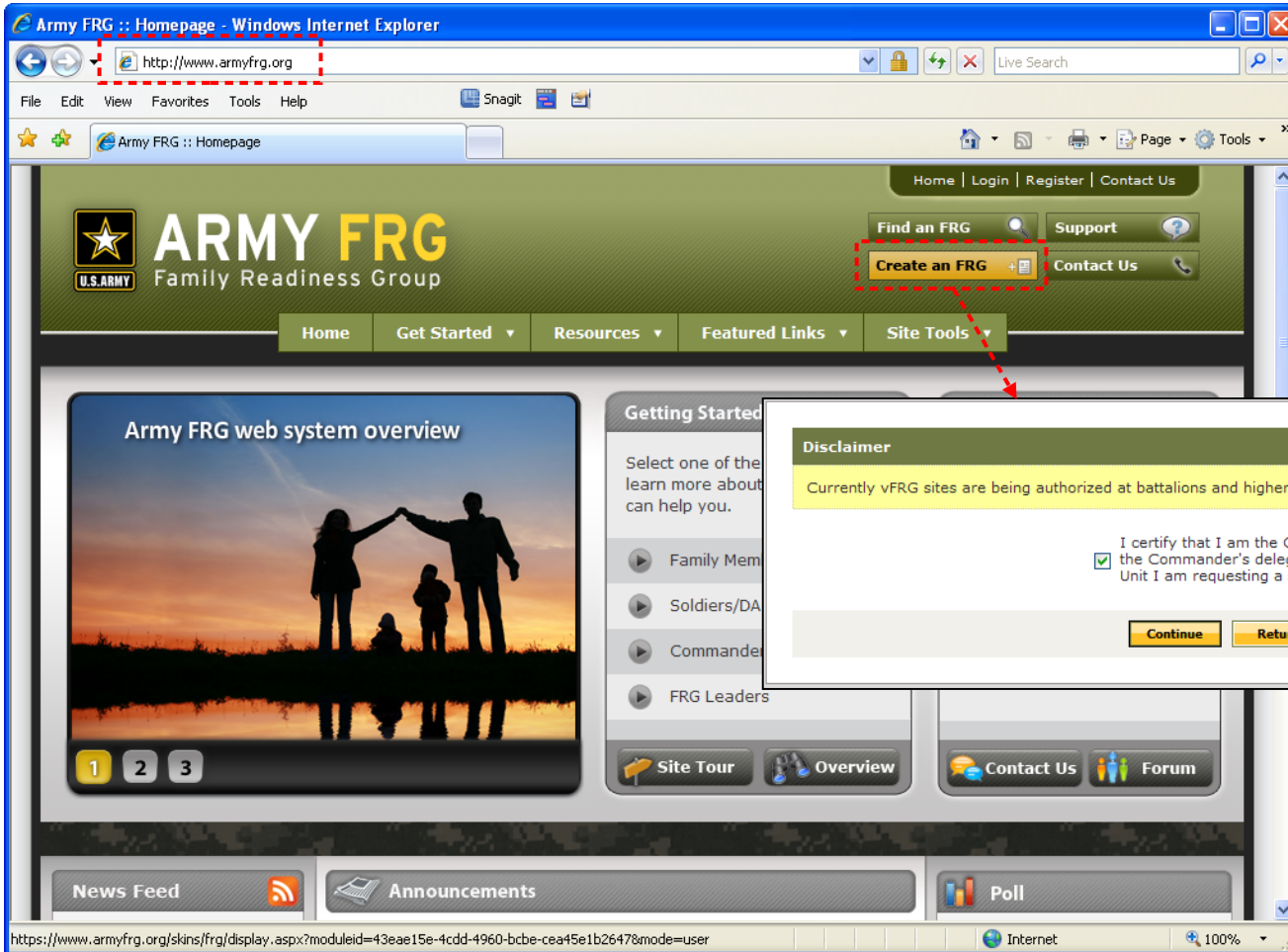
- The Beginner Session #1 Webinar covers the following topics:
 - Army vFRG History
 - New Site Request Procedure
 - Join FRG Procedure
 - As Sponsor
 - As Family Member
 - Log in as a Sponsor and Maintain “Sponsor List”
 - Log in as an FRG Site Administrator
 - Content Modules
 - Download Center
 - FAQ
 - Links
 - News
 - Photo Gallery
 - Page Builder

- After 9/11:
 - More deployments meant more people geographically dispersed
 - More Reserve and National Guard Units activated
- Family Members created their own publically accessible web sites to help with communication with the Unit.
Problems included:
 - No security
 - Inaccurate information
 - No uniformity
- Army vFRG Site was Created
 - Site is Secure (SSL Encryption)
 - Only Subscribers have access to the Unit sites
 - Must log in with a user name/password

New Site Request Procedure



- New Unit sites can be requested by a Commander or Commander's Delegate
 - Go to www.armyfrg.org.
 - Click on the **Create an FRG** button.
 - Certify that you are a Commander or Commander's Delegate.



The screenshot shows the Army FRG homepage in a Windows Internet Explorer browser. The address bar displays <http://www.armyfrg.org>. The page features a green header with the 'ARMY FRG Family Readiness Group' logo and navigation links: Home, Login, Register, Contact Us. Below the header, there are buttons for 'Find an FRG', 'Support', 'Create an FRG' (highlighted with a red dashed box), and 'Contact Us'. A red dashed arrow points from the 'Create an FRG' button to a modal window titled 'Disclaimer'. The modal contains the following text:

Disclaimer

Currently vFRG sites are being authorized at battalions and higher to maximize this resource for all the Army.

I certify that I am the Commander or the Commander's delegate for the Unit I am requesting a site for.

☒

Continue **Return Home**

The modal also includes a 'Getting Started' sidebar with links to Family Member, Soldiers/DA, Commander, and FRG Leaders, as well as buttons for Site Tour, Overview, Contact Us, and Forum.

New Site Request Procedure



Site Setup Request

You must be the Commander or the Commander's delegate in order to request a vFRG site. Other Sponsors or Family Members are not authorized to request vFRG sites. To launch the FRG Unit Setup Tool User Guide click [here](#)

Unit Information

Please complete the following fields in order.

* Component: ☒ Active ☐ Reserve ☐ National Guard ☐ DoD Civilians

* Military Community:

* CONUS Status: ☒ CONUS ☐ OCONUS

* State:

* Unit Name:

* UIC:

Motto:

* Are you requesting a Company level vFRG site? ☒ No ☐ Yes

Commander Information

FRG Admin Information

The **Site Setup Request** form is presented containing three entry areas (**Unit Information**, **Commander Information**, and **FRG Admin Information**)

Unit Information section:

- Select Active, Reserve, National Guard, or DoD Civilians from the **Component** selection options.
 - The screen will refresh and the **Military Community** drop down will be populated according to the selected Component.
- Select the **Military Community**.
- Select **CONUS** (Continental US) or **OCONUS** (Outside Continental US).
 - Hawaii and Alaska are located in OCONUS.
 - This determines how Subscribers locate the Unit in order to subscribe to its site.
 - This is the location of the Unit at peacetime. If there is no peacetime location, the deployed location can be used.
- Select the **State** or **Country** that the Unit is located in.
 - This further defines how Subscribers locate the Unit in order to subscribe to its site.
- Enter **Unit Name**.
- Enter **UIC** (Unit Identification Code).
 - This must be the UIC of the actual Unit (not the parent battalion, etc.).
 - Be sure to use correct UIC because only one site can be created per UIC. If the wrong UIC is used, the actual Unit with the UIC will not be able to create a site.
 - If you enter a UIC that is already in use by another site, you will not be able to submit the Site Setup Request.
- Enter **Motto** (Optional).
 - The motto will appear below Unit name in the site

New Site Request Procedure



Site Setup Request

You must be the Commander or the Commander's delegate in order to request a vFRG site. Other Sponsors or Family Members are not authorized to request vFRG sites. To launch the FRG Unit Setup Tool User Guide click [here](#)

Unit Information

Please complete the following fields in order. [Help](#)

* Component: ☒ Active ☐ Reserve ☐ National Guard ☐ DoD Civilians

* Military Community:

* CONUS Status: ☒ CONUS ☐ OCONUS

* State:

* Unit Name:

* UIC:

Motto:

* Are you requesting a Company level vFRG site? ☐ No ☒ Yes

[Next](#)

Commander Information

FRG Admin Information

- Select the **Yes** radio button next to **Are you requesting a Company level vFRG site?** if the Unit is a Company level site.
 - If the request is for a Company level vFRG site, justification will be required.
 - Justifications include:
 - The Company is deploying separately from its parent Unit.
 - The Company is geographically distributed.
 - The Company is a Military Police Company.
 - Enter the justification for a Company level site and information about the Parent Unit Commander into the appropriate fields.
- Note: If the request is not for a Company level site, the **Parent Unit Commander Information** section will not be available

Unit Information

Parent Unit Commander Information

Note: Currently only battalions and higher are authorized to establish a vFRG site. You must provide justification for establishing a company level site, and you must provide contact information for your Company Commander's Commander (i.e. Battalion Commander)

* Justification for Company Level:

* Parent Unit Commander's Army Rank:

* Parent Unit Commander's First Name:

* Parent Unit Commander's Last Name:

* Parent Unit Commander's Email:

* Parent Unit Commander's Phone Number:

[Previous](#) [Next](#)

Commander Information

FRG Admin Information

New Site Request Procedure



Site Setup Request

You must be the Commander or the Commander's delegate in order to request a vFRG site. Other Sponsors or Family Members are not authorized to request vFRG sites. To launch the FRG Unit Setup Tool User Guide click [here](#)

Unit Information

Commander Information

* Army Rank: FIRST SERGEANT (1SG)

* Commander's First Name: John

* Commander's Last Name: Doe

* Commander's Email: john.doe@xxx.com

* Commander's SSN (last four digits): 1234

* Commander's Phone Number: (555) 555-1111

Previous Next

FRG Admin Information

Submit Request Cancel

Site Setup Request

You must be the Commander or the Commander's delegate in order to request a vFRG site. Other Sponsors or Family Members are not authorized to request vFRG sites. To launch the FRG Unit Setup Tool User Guide click [here](#)

Unit Information

Commander Information

FRG Admin Information

* FRG Administrator's Title: Mrs

* FRG Administrator's First Name: Jane

* FRG Administrator's Last Name: Doe

* FRG Administrator's Email: jane.doe@xxx.com

* FRG Administrator's SSN (last four digits): 9876

* FRG Administrator's Phone Number: (555) 555-2222

Previous

Submit Request Cancel

Commander Information section:

- Provide information about the Commander of the Unit.
- Must include last four digits of Social Security Number because the Commander will be added to the Unit's Sponsor database.
- When the request is submitted, an email will first be sent to the Commander indicating that a site has been requested.
- The Commander must confirm the site.
- The email sent to the Commander contains a link that the Commander can follow to confirm or reject the site.

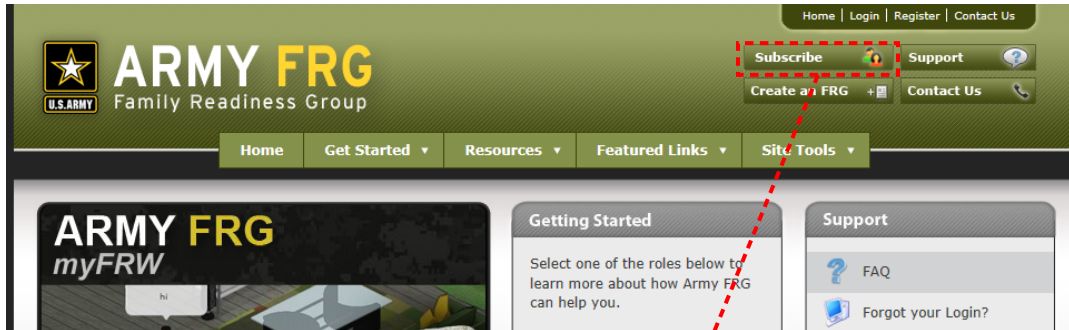
FRG Admin section:

- Provide information about the FRG Administrator for the Unit.
- Usually the person filling out this form.
- Must include last four digits of Social Security Number because the FRG Administrator will be added to the Unit's Sponsor database.
- FRG Administrator will later need to confirm his/her identity with his/her first name, last name, and last four digits of Social Security Number.

Submit Request button:

- Commander receives email to confirm site.
 - Commander has 60 days to approve site (site cancelled if commander does not respond after 60 days – simply need to resubmit the site again if desired).
- If approved by the Commander, the site request is submitted to IMCOM for approval.
 - If IMCOM approves the site, the FRG Administrator receives an email stating that the site was approved.
- When approved by IMCOM, the FRG Administrator has 60 days to upload and submit the required content. If not completed in 60 days, site is cancelled (can resubmit site at any time).

Join an FRG



To Subscribe to a Unit's FRG Site:

- If you **DO** have an account (user name/password) you must log in to the site before you join an FRG. Once logged in, click on the **Subscribe** button at the top-right portion of the page.
- If you **DO NOT** have an account, click on the **Subscribe** button at the top-right portion of the page without logging in first.
 - Once subscribed, you will be asked to create a new user account with a user name and password.

Step 1: Indicate Your Unit Sponsor

* = required

Please enter your Sponsor's information:

- ▶ Your Sponsor is a Soldier or DoD Civilian that you personally know in the Unit and represents your connection to the Unit.
- ▶ If you are the Sponsor (Soldier or DoD Civilian) in the Unit, then please enter your own personal information below.

Army FRG is a secure site for Army Soldiers, DoD Civilians and their Families. Access to a Unit's Virtual Family Readiness Group (vFRG) Site will only be granted to users who know a Sponsor personally.

* Sponsor First Name

* Sponsor Last Name

* Last four digits of the Sponsor's Social Security Number
 [? Why do we need this?](#)

Your Sponsor, Terry Travers, is a Member of the following Unit(s). Select a Unit to request access to its vFRG.

1984th United States Army Hospital

9th RRC, Honolulu
 Location: Hawaii
 UIC: W7UEAA

3d Armored Cavalry Regiment

Fort Hood
 Location: Texas
 UIC: WAY8AA

Step 1: Indicate Your Unit Sponsor

- Input the name and last four digits of the SSN for your Sponsor. This is the Soldier or DoD Civilian who is in the Unit. If this is yourself, use your information.
- Click **Search** to then find the Units that Sponsor is associated with.

Join an FRG



Step 2: Register for Unit Access

* = required

Enter Personal Information

* Unit Affiliation

☒ I am the Sponsor (Soldier or DoD Civilian) who is part of this Unit.
☐ I am a Family Member, friend, or other relation to the Sponsor.

* Your First Name * Your Last Name

Enter Contact Information

* Your Email

* Confirm Email

* Your Phone Number Ext.

Create an Account [? What's This?](#)

* Create Username
 4 - 15 characters (No spaces)
 Available

* Create Password
 16 characters (max)

* Confirm Password

Enter Your Location [? What's This?](#)

Address

Address cont.

* City * State

* Country

* ZIP Code or Postal Code

Enter Your Demographic Information [? What's This?](#)

* Your Proximity to the nearest Military Installation

☒ 0-14 miles
☐ 15-25 miles
☐ 25+ miles

* Military Component You are Affiliated with

Active

* Your Age Range

* Your Relation to the Military

[Back](#) [Submit](#)

Unit

1984th United States Army Hospital
 9th RRC, Honolulu
 Location: Hawaii
 UIC: W7UEAA

Sponsor

Terry Travers
 SSN: 9999

Step 2: Register for Unit Access

- If you are not already logged in, you will be asked to identify yourself.
 - Indicate if you are the Sponsor or the Family Member.
 - Enter your Contact Information.
 - Create a username and password.
 - Fill in the rest of your account's profile.
 - Click Submit.
- If you are logged in and are the Sponsor or if you are a Family Member and are on the Sponsor's invitation list, you will be automatically approved and taken to Step 3.

Step 3: Success!

- If you are the Sponsor or if you are a Family Member and are on the Sponsor's invitation list, you will be automatically approved.
- If you are a Family Member and are not on the Sponsor's invitation list, your subscription will be pending approval by the FRG Admin.

Step 3: Success!

Congratulations, you are now signed up with the vFRG (Virtual Family Readiness Group) for the Unit you have indicated.

You can access your Unit's vFRG Site by selecting the button below.

In the future, you can access the Unit's vFRG Site by logging in to Army FRG.

Your Account Information

Terry Travers
 Username: terry.travers
 Email: terry.t.travers.mil@mail.mil

[Visit Your Unit's vFRG Site](#)

Unit

1984th United States Army Hospital
 9th RRC, Honolulu
 Location: Hawaii
 UIC: W7UEAA

Sponsor

Terry Travers
 SSN: 9999

Log In - Forgot Your Login



- A **Forgot your login?** link is available in the **Support** panel on the Army FRG home page.
- Once this link is clicked, the user must enter the email address that is associated with his/her user account.

- An email is sent to the entered email address containing the user name and a **Click Here** link that the user can utilize to change his/her password.
- If the user is unable to follow the **Click Here** link, the email also contains the web address that the user can copy and paste into his/her browser

Log In - Forgot Your Login



- A **Login/Logout** link is available at the top of every page with the Army vFRG site.
- A **Forgot your login info?** link is also available on the log in page if the user forgot his/her user name or password.



The screenshot shows the Army vFRG (Virtual Family Readiness Group) login page. At the top, there is a navigation bar with links: Home, Login, Register, and Contact Us. Below this is the Army FRG logo and a secondary navigation bar with links: Find an FRG, Support, Create an FRG, and Contact Us. The main content area is titled "Please Log In" and includes a welcome message: "Welcome to the Virtual Army Family Readiness Group (vFRG) web system. Please enter your User Name and password." Below the welcome message is a login form with fields for "User Name" and "Password", and a "Login" button. A red dashed box highlights the "Forgot your login info?" link below the password field. Below the login form is a "Notice" section with a "Security Warning" and a list of conditions for using the system. At the bottom, there is a search bar, a language selector set to "English", and links for "DIACAP Certification" and "Contact Us".

Home | Login | Register | Contact Us

ARMY FRG
Family Readiness Group

Find an FRG | Support
Create an FRG | Contact Us

Home | Get Started | Resources | Featured Links | Site Tools

Please Log In

Welcome to the Virtual Army Family Readiness Group (vFRG) web system. Please enter your User Name and password.

User Name: Password: **Login**

[Forgot your login info?](#) [Join an FRG](#) [FAQs](#)

Notice

***** Security Warning *****

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- ▶ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- ▶ At any time, the USG may inspect and seize data stored on this IS.
- ▶ Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- ▶ This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- ▶ Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work products are private and confidential. See User Agreement for details.

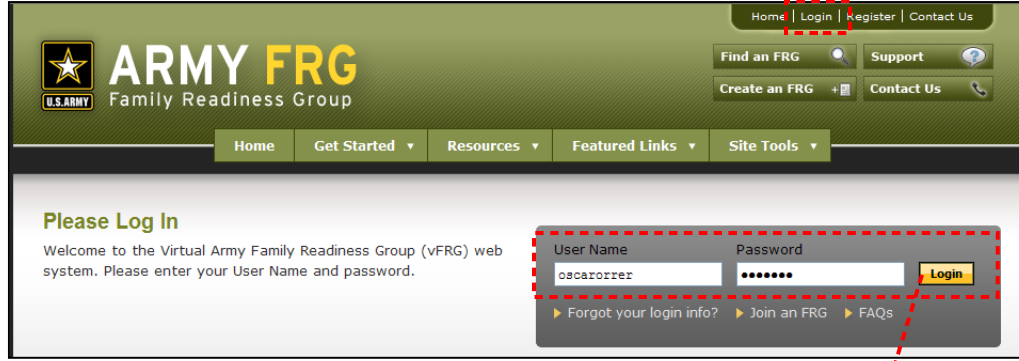
[Use of this system constitutes consent to monitoring for all lawful purposes.](#)

By clicking the Login button, you agree to comply with the [Terms of Use](#) agreement.

Search: **Go** Language: **English** 

[DIACAP Certification](#) | [Contact Us](#) [View Section 508 Version](#)

Log In to the FRG Site as a User



Home | **Login** | Register | Contact Us

Find an FRG Support

Create an FRG Contact Us

Home Get Started Resources Featured Links Site Tools

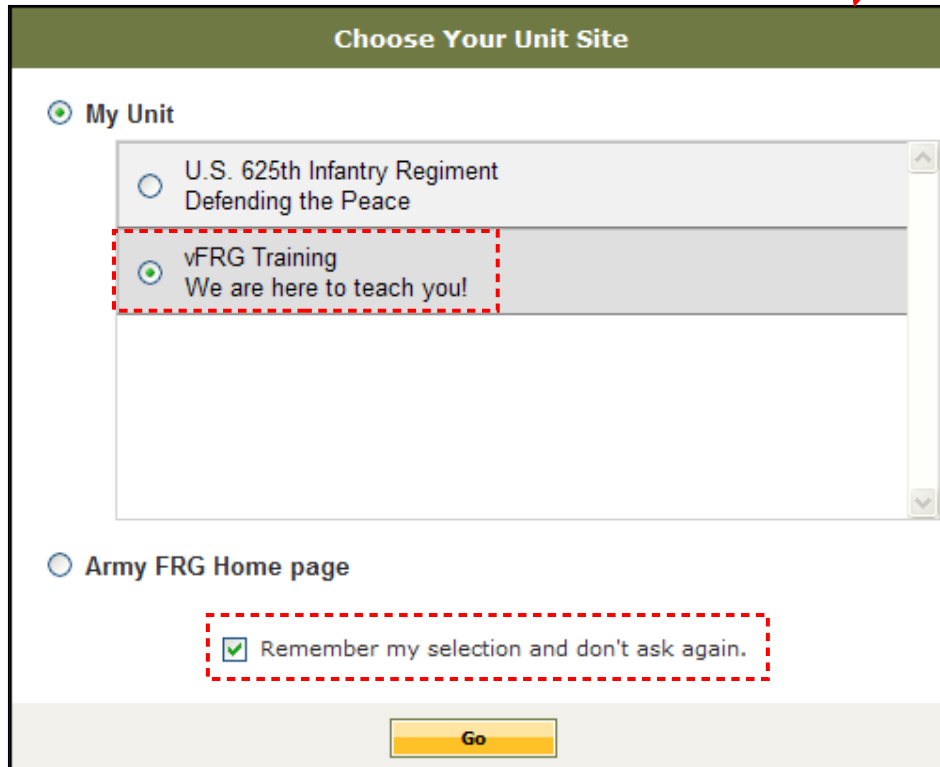
Please Log In

Welcome to the Virtual Army Family Readiness Group (vFRG) web system. Please enter your User Name and password.

User Name Password

oscar000000 ***** **Login**

▶ Forgot your login info? ▶ Join an FRG ▶ FAQs



Choose Your Unit Site

☒ **My Unit**

☐ U.S. 625th Infantry Regiment
Defending the Peace

☒ vFRG Training
We are here to teach you!

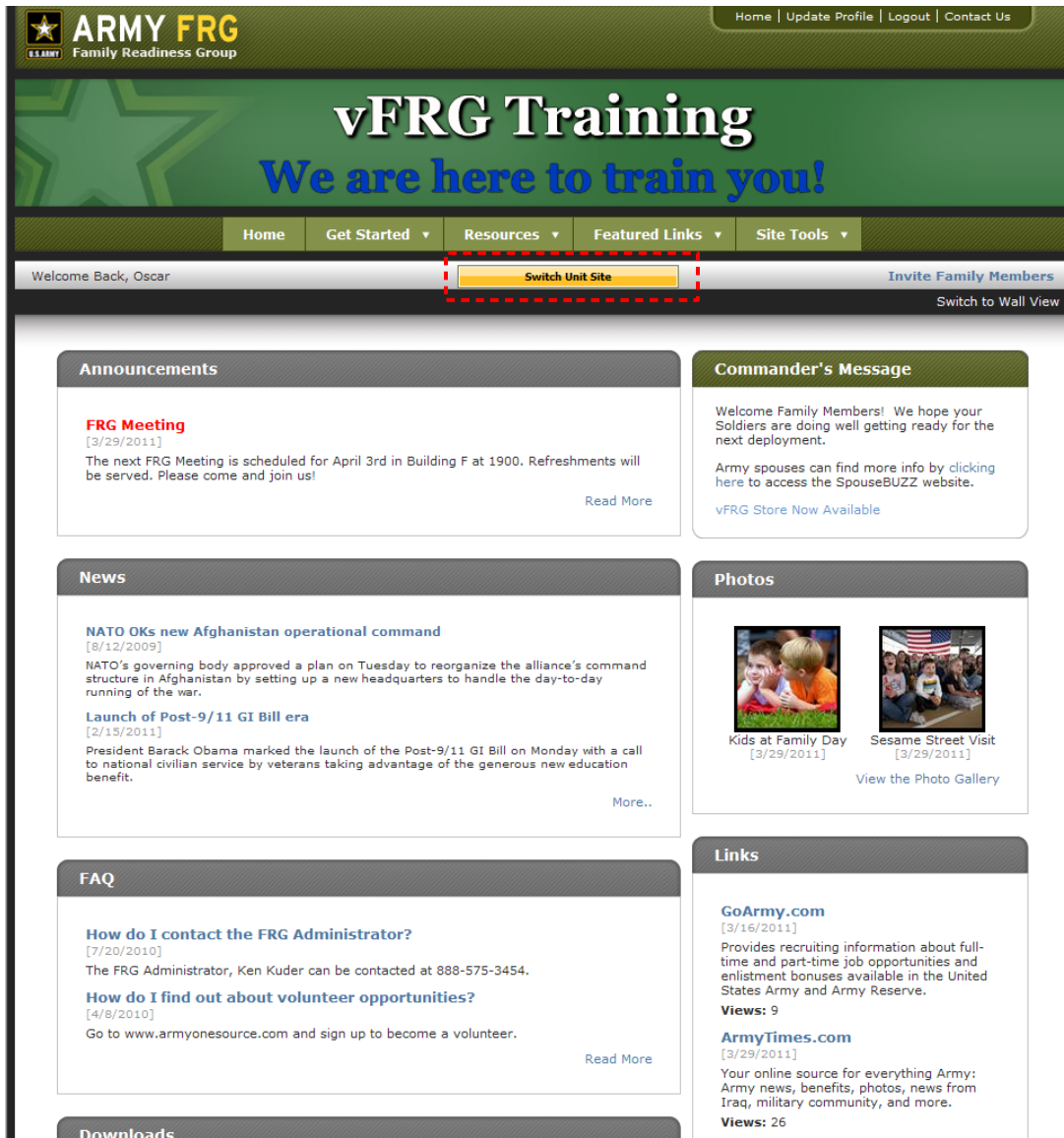
☐ Army FRG Home page

☒ Remember my selection and don't ask again.

Go

- **Login/Logout** link is available at the top of every page with the Army vFRG site.
- Users log in using their user name and password.
- After logging in, users are presented with a window that asks which site they want to go to.
- The **Choose Your Unit Site** window allows the user to select which Unit site they would like to go to or to the main Army FRG Home page.
- The **Remember my selection and don't ask again** checkbox can be selected so that the user will be taken to the selected Unit site or the Army FRG home page immediately after logging in. If this checkbox is selected, the user will not be asked to choose the site at the time of login.
- Users will always be able to switch between their Unit sites and the Army FRG home page after they are completely logged in by clicking on the **Switch Unit Site** button.

Log In to the FRG Site as a User



Home | Update Profile | Logout | Contact Us

ARMY FRG
Family Readiness Group

vFRG Training
We are here to train you!

Home Get Started Resources Featured Links Site Tools

Welcome Back, Oscar [Switch Unit Site](#) [Invite Family Members](#) [Switch to Wall View](#)

Announcements

FRG Meeting
[3/29/2011]
The next FRG Meeting is scheduled for April 3rd in Building F at 1900. Refreshments will be served. Please come and join us!
[Read More](#)


Commander's Message


Welcome Family Members! We hope your Soldiers are doing well getting ready for the next deployment.
Army spouses can find more info by clicking [here](#) to access the SpouseBUZZ website.
[vFRG Store Now Available](#)

News

NATO OKs new Afghanistan operational command
[8/12/2009]
NATO's governing body approved a plan on Tuesday to reorganize the alliance's command structure in Afghanistan by setting up a new headquarters to handle the day-to-day running of the war.
Launch of Post-9/11 GI Bill era
[2/15/2011]
President Barack Obama marked the launch of the Post-9/11 GI Bill on Monday with a call to national civilian service by veterans taking advantage of the generous new education benefit.
[More..](#)

Photos


Kids at Family Day
[3/29/2011]


Sesame Street Visit
[3/29/2011]
[View the Photo Gallery](#)

Links

GoArmy.com
[3/16/2011]
Provides recruiting information about full-time and part-time job opportunities and enlistment bonuses available in the United States Army and Army Reserve.
Views: 9

ArmyTimes.com
[3/29/2011]
Your online source for everything Army: Army news, benefits, photos, news from Iraq, military community, and more.
Views: 26

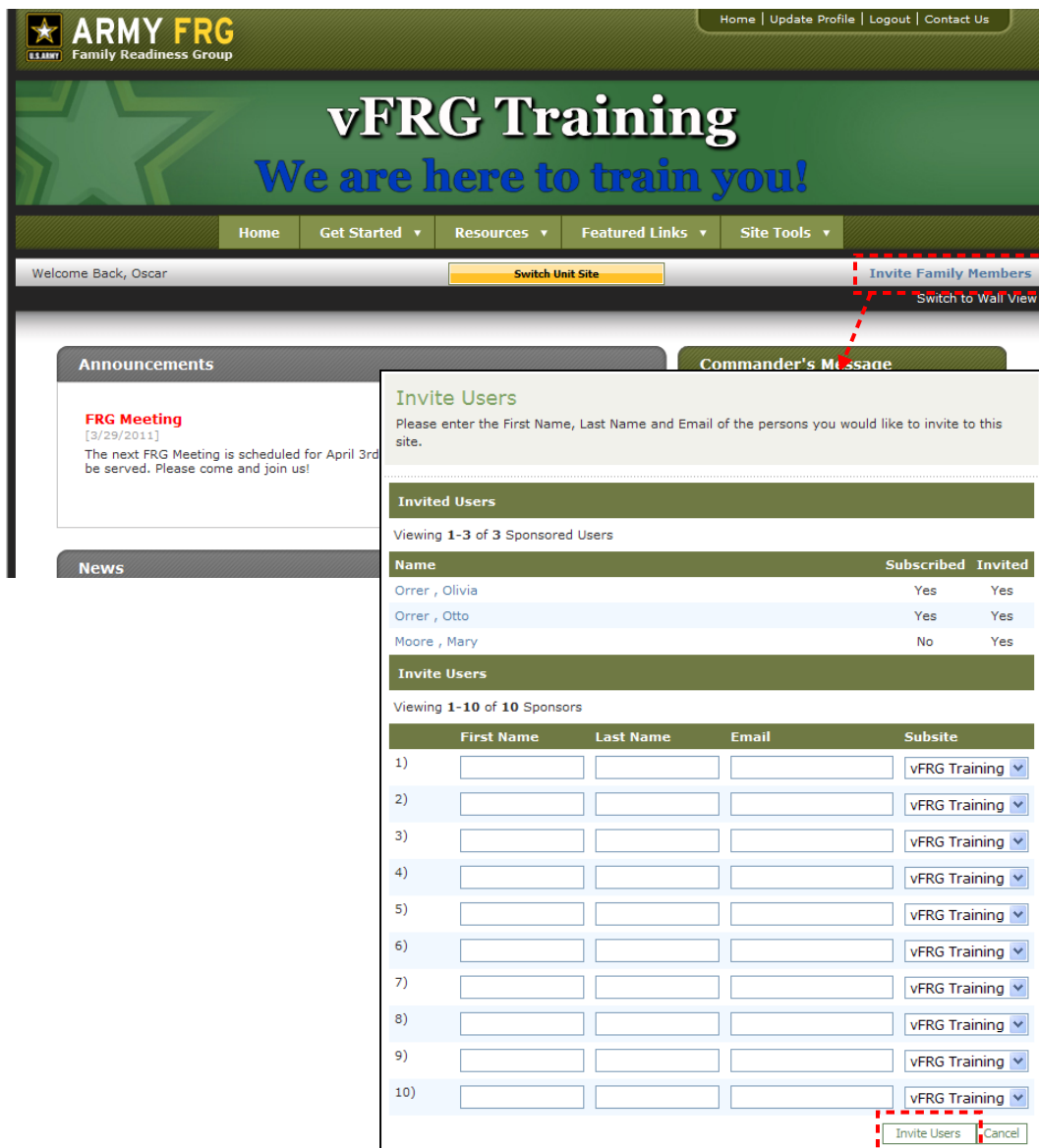
FAQ

How do I contact the FRG Administrator?
[7/20/2010]
The FRG Administrator, Ken Kuder can be contacted at 888-575-3454.
How do I find out about volunteer opportunities?
[4/8/2010]
Go to www.armyonesource.com and sign up to become a volunteer.
[Read More](#)

Downloads

- Depending on the selection, the User is then taken to the selected Unit site or the Army FRG home page.
- The user can switch to another Unit site or to the Army FRG home page by clicking on the **Switch Unit Site** button located below the banner.
- The user can access the details of all the content on the site by clicking on the appropriate links. For example:
 - Click on a **Photo** thumbnail to view the larger image.
 - Click on the **Download** link to download a file to his/her computer or open file.
 - Click on a **News** article heading to view the full article.
 - Click on a **Link** title to go to the referenced web site.
 - Click on a **FAQ** to go to the frequently asked question.

Sponsors Manage their Sponsor List

The screenshot shows the vFRG Training website interface. At the top, there's a banner for 'vFRG Training' with the tagline 'We are here to train you!'. Below the banner is a navigation bar with links: Home, Get Started, Resources, Featured Links, and Site Tools. A 'Welcome Back, Oscar' message is displayed, along with a 'Switch Unit Site' button and a red-dashed box around the 'Invite Family Members' link. The main content area is divided into 'Announcements' (featuring an 'FRG Meeting' announcement for April 3rd) and 'News'. A 'Commander's Message' section is also visible. The 'Invite Users' form is open, showing a table of 'Invited Users' and a table for adding new users. The 'Invited Users' table lists three users: Orrer, Olivia; Orrer, Otto; and Moore, Mary. The 'Invite Users' table has columns for First Name, Last Name, Email, and Subsite, with 10 rows for adding new users. A red-dashed box highlights the 'Invite Users' and 'Cancel' buttons at the bottom of the form.

Invited Users

Viewing 1-3 of 3 Sponsored Users

Name	Subscribed	Invited
Orrer, Olivia	Yes	Yes
Orrer, Otto	Yes	Yes
Moore, Mary	No	Yes

Invite Users

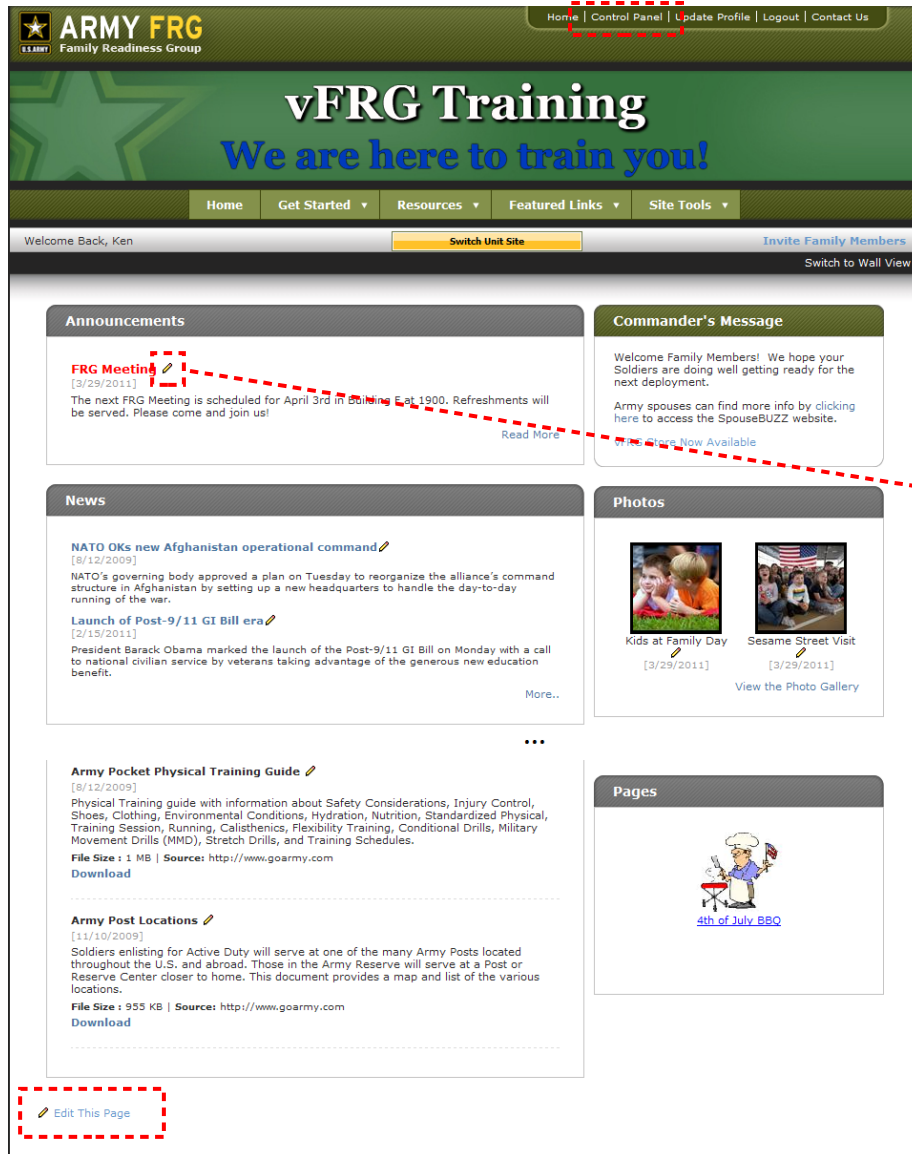
Viewing 1-10 of 10 Sponsors

	First Name	Last Name	Email	Subsite
1)				vFRG Training
2)				vFRG Training
3)				vFRG Training
4)				vFRG Training
5)				vFRG Training
6)				vFRG Training
7)				vFRG Training
8)				vFRG Training
9)				vFRG Training
10)				vFRG Training

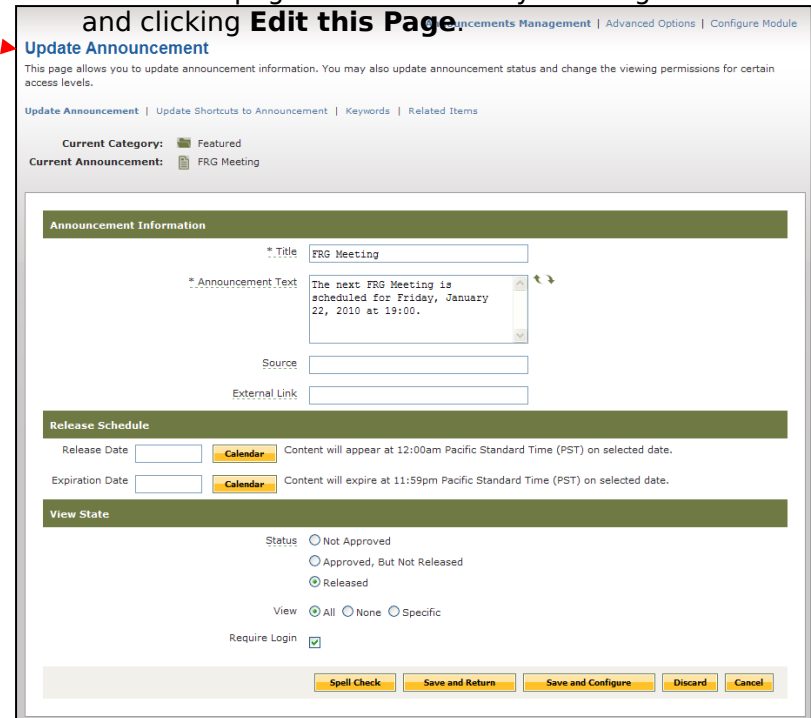
Invite Users Cancel

- Sponsors can invite/authorize Family Members to their Unit's site by adding them to their **Sponsor List**.
- New Family Members are invited to the site by clicking on the **Invite Family Members** link at the top right of the page (below the banner).
- To add members to the Sponsor List, Sponsors should:
 - Enter the first name, last name, and email address of all invitees.
 - Select which sub-site the invitees should be invited to.
 - Click on **Invite Users** at the bottom of the form.
- The Family Members are added to the Sponsor List and an email is sent to all of them with instructions for subscribing to the site.
- The email sent to the invited Family Members contains a link that the Family Member can follow to subscribe to the Unit's site.
- Sponsors can invite as many Family Members as desired.
- Sponsored Family Members must be invited in batches of 10 or less.
- The list at the top of the page shows the Family Members that have already been invited.
 - Sponsors can edit their properties by clicking on the name links in the list.
 - Sponsors can then resend invitations to the Family Members.
 - Sponsors can also remove the Family Members from their Sponsor List.

Log In as an FRG Administrator



- **Login/Logout** link is available at the top of every page with the Army vFRG site.
- FRG Administrators log in using their user name and password and can go to a selected Unit site in the same manner as previously described.
- The **Control Panel** link is available at the top of the page (only available to Administrators).
- **Pencil icons** are available next to each content item that exists in the content modules (e.g. Announcements, News, etc.).
 - Pencil Icon is used to edit the content items on the page.
- The entire page can be edited by scrolling to the bottom and clicking **Edit this Page**.



Update Announcement

This page allows you to update announcement information. You may also update announcement status and change the viewing permissions for certain access levels.

Update Announcement | Update Shortcuts to Announcement | Keywords | Related Items

Current Category: ☒ Featured
Current Announcement: ☒ FRG Meeting

Announcement Information

Title:

Announcement Text:

Source:

External Link:

Release Schedule

Release Date: Content will appear at 12:00am Pacific Standard Time (PST) on selected date.

Expiration Date: Content will expire at 11:59pm Pacific Standard Time (PST) on selected date.

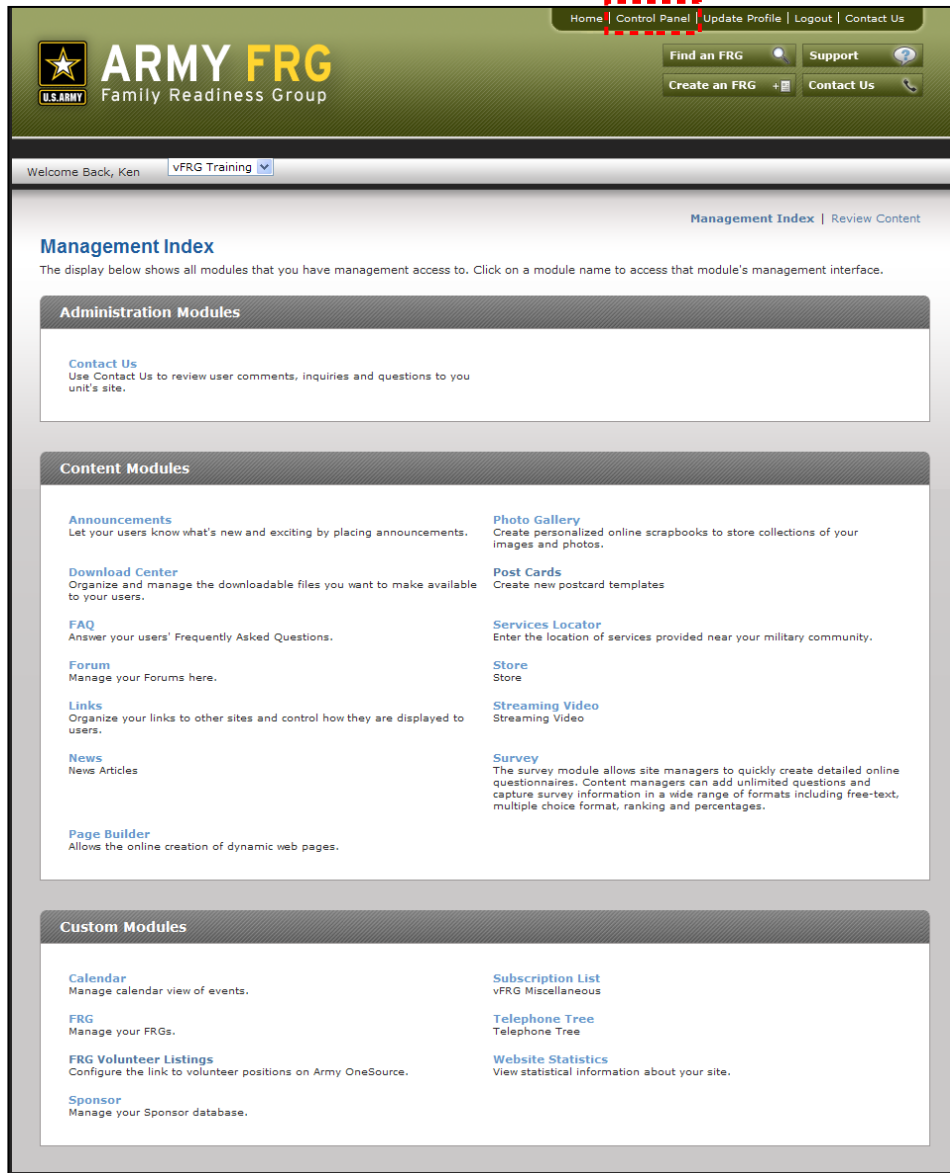
View State

Status: ☐ Not Approved
☐ Approved, But Not Released
☒ Released

View: ☒ All ☐ None ☐ Specific

Require Login: ☒

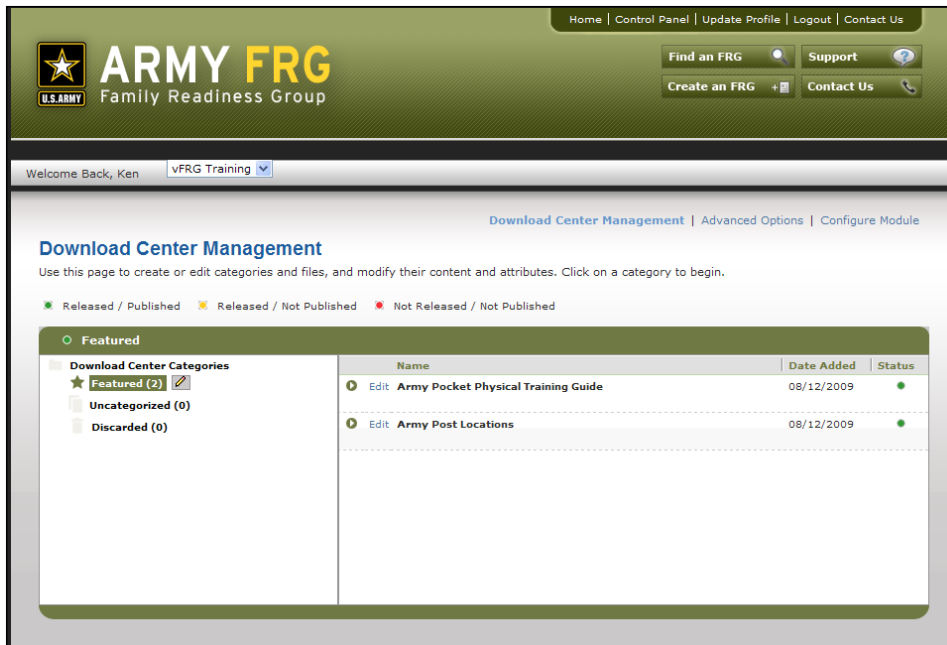
The “Control Panel”

The screenshot shows the Army FRG Control Panel interface. At the top, there is a navigation bar with links: Home, **Control Panel** (highlighted with a red dashed box), Update Profile, Logout, and Contact Us. Below this, there are buttons for Find an FRG, Support, Create an FRG, and Contact Us. The main content area is titled "Management Index" and includes a sub-header "Administration Modules" with a link to "Contact Us". Below this, there is a section for "Content Modules" which lists various modules: Announcements, Download Center, FAQ, Forum, Links, News, Page Builder, Photo Gallery, Post Cards, Services Locator, Store, Streaming Video, and Survey. At the bottom, there is a section for "Custom Modules" which lists: Calendar, FRG, FRG Volunteer Listings, Sponsor, Subscription List, Telephone Tree, and Website Statistics.

- The **Control Panel** link at the top of the page is used to access the Control Panel.
- Most administrative tasks are accomplished through the Control Panel.
- The Control Panel contains three module groups:
 - Administration Modules
 - Content Modules
 - Custom Modules
- The remainder of this **Beginner #1 Training Session** focuses on the following modules in the **Content Modules** Section:
 - Download Center
 - FAQ
 - Links
 - News
 - Photo Gallery
 - Page Builder

Content Modules

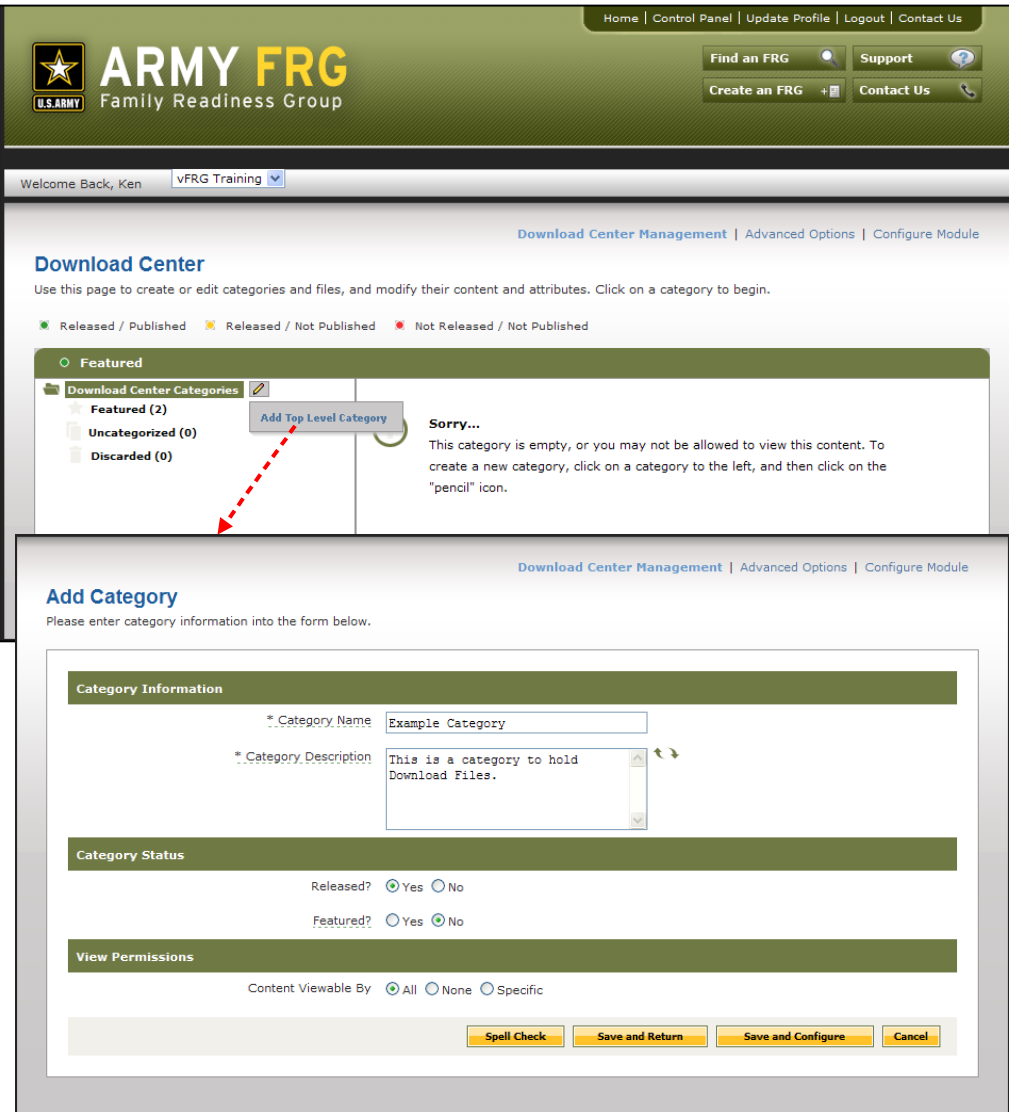
The screenshot shows the Army FRG (Family Readiness Group) interface. The top navigation bar includes links for Home, Control Panel, Update Profile, Logout, and Contact Us. Below this, there are buttons for Find an FRG, Support, Create an FRG, and Contact Us. The main content area is titled "Download Center Management" and includes a sub-header "Use this page to create or edit categories and files, and modify their content and attributes. Click on a category to begin." Below this, there are three status filters: Released / Published, Released / Not Published, and Not Released / Not Published. The main content area is divided into two sections: "Featured" and "Download Center Categories". The "Featured" section shows a list of items with columns for Name, Date Added, and Status. The "Download Center Categories" section shows a list of categories: Featured (2), Uncategorized (0), and Discarded (0). The "Featured" category is selected, and it shows two items: "Army Pocket Physical Training Guide" and "Army Post Locations", both added on 08/12/2009.

- All Content Modules work in the same manner.
- Each content module utilizes a screen that contains two areas:
 - Left area contains all of the **Categories** of the Content Module.
 - Right area lists all of the items in the selected Category.
- Each Content Module (Download Center, FAQ, Links, etc.) contains its own category structure.
- Categories can be populated with content items and subcategories.
- Outlets within site pages can be configured to display the items of selected categories.
- Default Categories are:
 - **Featured**
 - **Featured** files are displayed front and center.
 - Should be "hot, new, and important".
 - **Uncategorized**
 - The **Uncategorized** category is used to create items that are not ready for public viewing, but are ready to be created and edited for future use.
 - Items cannot be directly deleted from this folder.
 - When ready for public viewing, items are dragged and dropped to other categories.
 - **Discarded**
 - The **Discarded** category is like the **Recycle Bin** (or Trash Can) in Windows.
 - Items in this category are never seen by users.
 - Items can be dragged and dropped from this category into other categories, therefore restoring the items.
 - Items can be permanently deleted by clicking on the Pencil icon and selecting **Empty Discarded Category** and then confirming.

Create Categories

- New Top Level Categories are created by clicking on the pencil icon in the top entry (e.g. **Download Center Categories**) and selecting **Add Top Level Category**
- A name and description for the new Category must be entered.
- The **Released** checkbox provides a way of "hiding" content from users. All items in categories that are not released will not be available to users on the site.
 - If working on a category that will contain many items, it can be useful not to release a category until all of the items have been added to the category. Once all of the items have been added, the category can be set to **Released**, therefore releasing all of the items in the category simultaneously.
- The **Featured** checkbox is no longer used. This setting will have no effect on the category or the items in the category.
- The **Content Viewable By** radio buttons provides another way to hide items from users.
 - The **All** radio button is selected if the category content should be available to all users.
 - If the **None** radio button is selected, the content in the Category will never appear to any users.
 - The **Specific** radio button is used to make category content available to only users with certain roles.
 - Only **FRG Admin** and **Registered User** are relevant.
 - Can make category content only available to FRG Admins by checking the FRG Admin checkbox and not checking Registered User.

- The **Save & Return** button is used to create the category and return to the Category List.




The screenshot shows the ARMY FRG Family Readiness Group interface. The top navigation bar includes links for Home, Control Panel, Update Profile, Logout, and Contact Us. The main content area is titled "Download Center Management" and includes a "Download Center" section. A red dashed arrow points from the "Add Top Level Category" link in the "Download Center Categories" list to the "Add Category" form below. The "Add Category" form contains fields for Category Name, Category Description, Category Status (Released, Featured), and View Permissions (Content Viewable By: All, None, Specific). The form also includes buttons for Spell Check, Save and Return, Save and Configure, and Cancel.

Edit Categories/Create Sub-Categories



- Categories can be edited by clicking on the pencil icon and selecting **Edit Category**.
- Sub-Categories can be added by clicking on the pencil icon and selecting **Add SubCategory**.
- Categories can be assigned a different parent by editing the category and selecting a new parent from the **Parent Category** drop down.

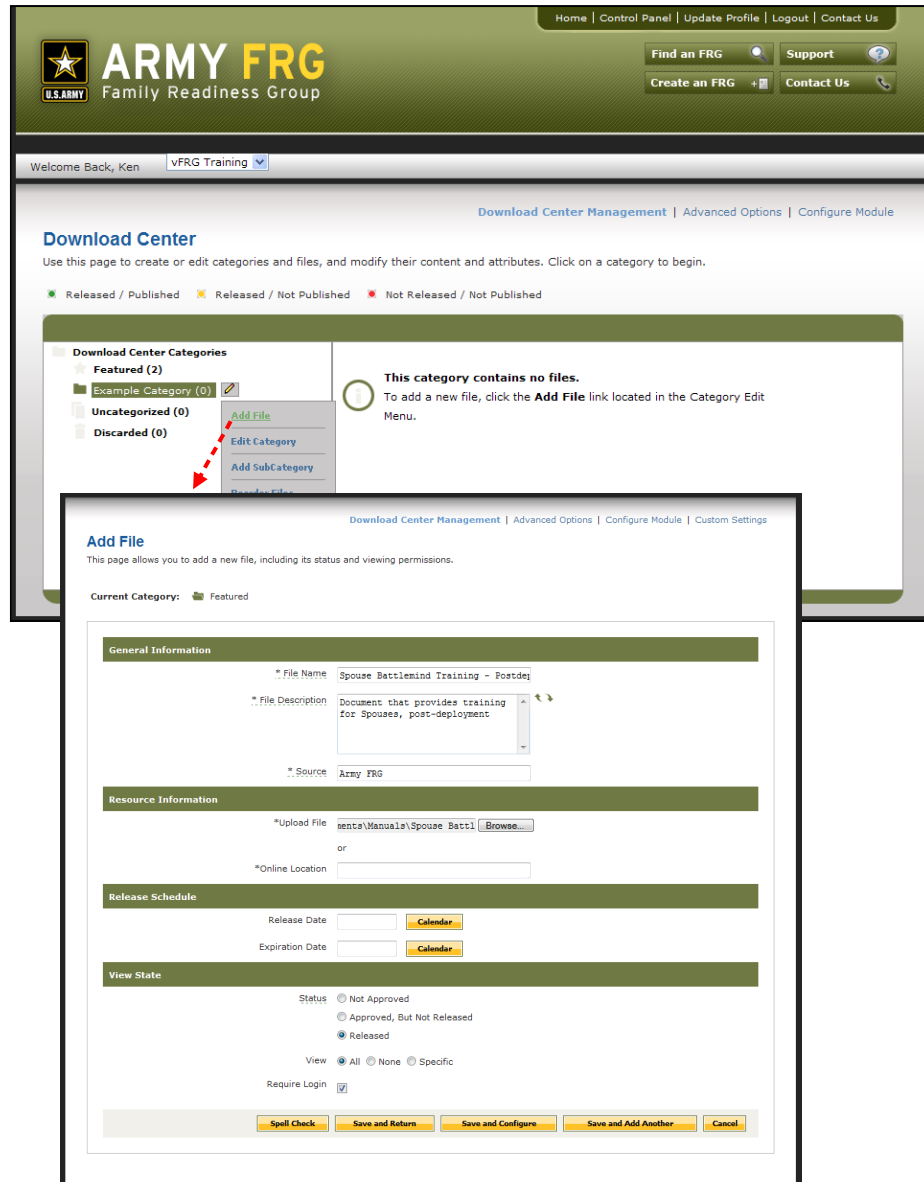


The screenshot shows the ARMY FRG (Family Readiness Group) Download Center interface. The top navigation bar includes links for Home, Control Panel, Update Profile, Logout, and Contact Us. The main header features the ARMY FRG logo and buttons for Find an FRG, Support, Create an FRG, and Contact Us. The user is logged in as Ken, and the current page is vFRG Training. The main content area is titled "Download Center" and provides instructions on how to create or edit categories and files. A sidebar on the left lists "Download Center Categories" with options for Featured (2), Example Category (0), Uncategorized (0), and Discarded (0). A context menu is open for the "Example Category (0)", showing options: Add File, Edit Category, Add SubCategory, Reorder Files, and Batch Update Files. The "Add SubCategory" option is highlighted with a red dashed box. The main content area displays a message: "This category contains no files. To add a new file, click the Add File link located in the Category Edit Menu."

Add Files to the Download Center 1



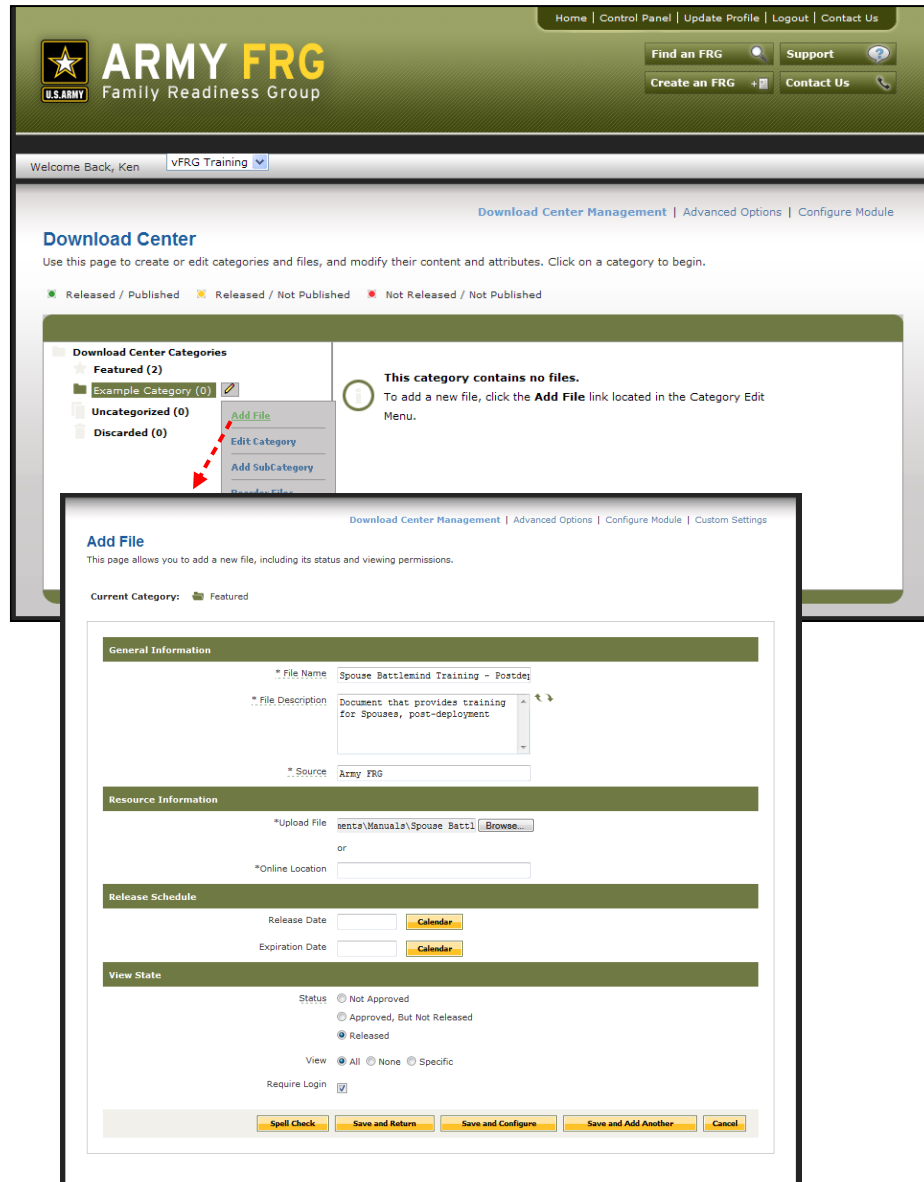
- Files can be added to a category by clicking on the pencil icon and selecting **Add File**.
 - These can be Word Documents, Spreadsheets, PDF files, etc.
 - The **File Name**, **Description**, and **Source** fields are required fields.
 - Information should be entered into the **Upload File** field OR the **Online Location** field (NOT both).
 - This prevents conflicts between an uploaded file and a file at a web location.
 - Uploaded files** must be updated by the FRG Administrator.
 - Online Location** files do not require updates by the FRG Administrator (the file will be updated at its online location).
 - Online Location** files pose the risk of files being renamed on web server or moving web locations and therefore breaking the link to the file.
- The **Release Schedule** allows for time-sensitive information to be posted.
 - The **Release Date** is the date before which the content cannot be seen on the user side. This allows you to enter content now but not appear on the site until the future date arrives.
 - The **Expiration Date** is the date after which the content cannot be seen on the user side. This allows you to have content expire after a certain deadline has passed.
 - Please note: The Release Schedule does not affect the Status, View permissions, or category the item is in. This allows you to change the Release Schedule and have everything remain as it was.



The screenshot displays the 'Download Center Management' interface. The top navigation bar includes links for Home, Control Panel, Update Profile, Logout, and Contact Us. The main content area shows a list of categories: Featured (2), Example Category (0), Uncategorized (0), and Discarded (0). A red arrow points to the 'Add File' link in the 'Example Category' edit menu. Below this, the 'Add File' form is shown, which includes fields for File Name, File Description, Source, Upload File, and Online Location. The 'Release Schedule' section contains fields for Release Date and Expiration Date, each with a calendar icon. The 'View State' section includes radio buttons for Status (Not Approved, Approved, But Not Released, Released) and View (All, None, Specific), along with a 'Require Login' checkbox. At the bottom, there are buttons for Spell Check, Save and Return, Save and Configure, Save and Add Another, and Cancel.

Add Files to the Download Center 2

- Files can be added to a category by clicking on the pencil icon and selecting **Add File**.
 - There are three levels of file **Status (Not Approved; Approved, But Not Released; and Released)**.
 - This could be useful if there is a Junior Editor that approves the item, but then a Senior Editor must review it again and then Release the item.
 - There is no granularity on FRG Admins, so each FRG Admin will be able to change the status to any of the selections.
 - Only files that are **Released** are available to users.
 - Content items have the same **View** settings as Categories.
 - Select **Require Login** (on by default) to ensure that the user must be logged on in order to access the file.
 - This ensures that people are not able to simply follow a link to access the item (they must log in).
- **Save & Add Another** is used to add the item and immediately start adding another item.
- **Save & Return** is used to add the item and return to the category page.



The screenshot shows the Army FRG (Family Readiness Group) Download Center interface. The top navigation bar includes links for Home, Control Panel, Update Profile, Logout, and Contact Us. The main header displays the Army FRG logo and navigation buttons like Find an FRG, Support, Create an FRG, and Contact Us. The user is logged in as 'Ken' and is in the 'VFRG Training' section. The 'Download Center Management' page shows a list of categories: Featured (2), Example Category (0), Uncategorized (0), and Discarded (0). A red arrow points to the 'Add File' link in the 'Example Category' edit menu. The 'Add File' form is shown in a modal window, containing sections for General Information, Resource Information, Release Schedule, and View State. The 'General Information' section includes fields for File Name, File Description, and Source. The 'Resource Information' section includes fields for Upload File and Online Location. The 'Release Schedule' section includes fields for Release Date and Expiration Date. The 'View State' section includes radio buttons for Status (Not Approved, Approved, But Not Released, Released) and View (All, None, Specific), and a checkbox for Require Login. The form ends with buttons for Spell Check, Save and Return, Save and Configure, Save and Add Another, and Cancel.

Move Items to a Different Category

- Items can be moved from one folder to another using drag and drop.
- To move the item, select **Move this File into this Category** from the dialog box that is presented and click **OK**.
- The item will be removed from its original category and put into the category it was dragged to.

Home | Control Panel | Update Profile | Logout | Contact Us

ARMY FRG
U.S. ARMY Family Readiness Group

Find an FRG | Support
Create an FRG | Contact Us

Welcome Back, Ken | vFRG Training

[Download Center Management](#) | [Advanced Options](#) | [Configure Module](#)

Download Center

Use this page to create or edit categories and files, and modify their content and attributes. Click on a category to begin.

Released / Published | Released / Not Published | Not Released / Not Published

Name	Date Added	Status
Edit Spouse Battlemind Training - Postdeployment	01/13/2010	●

Download Center Categories

- ★ Featured (2)
- Example Category (1)
- Uncategorized (0)
- Discarded (0)

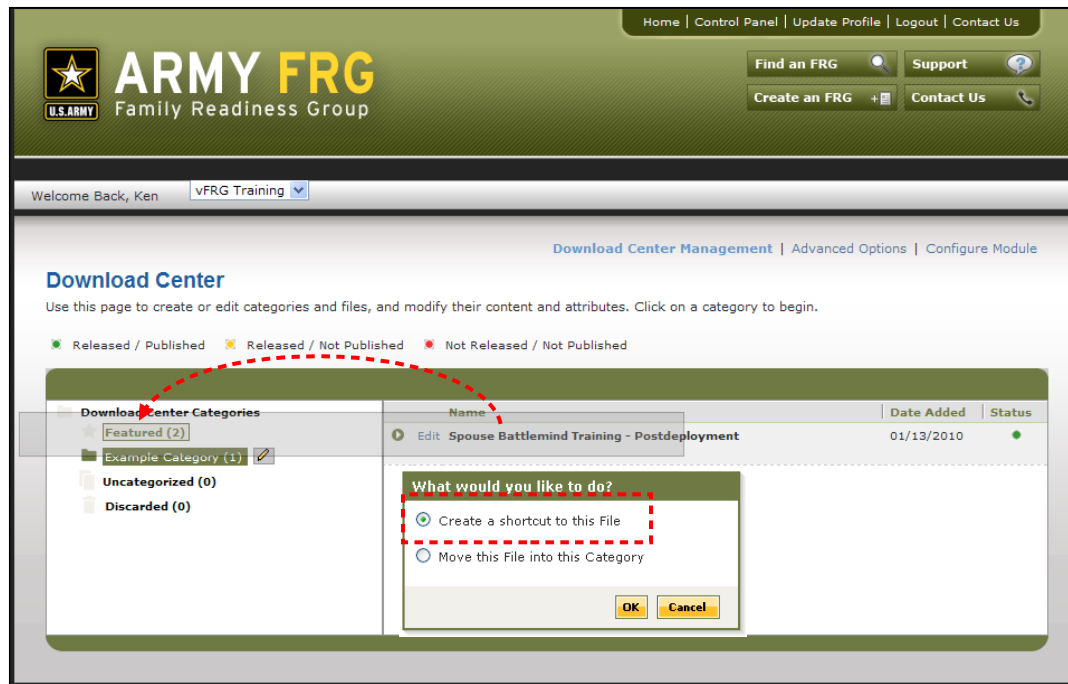
What would you like to do?

☐ Create a shortcut to this File

☒ Move this File into this Category

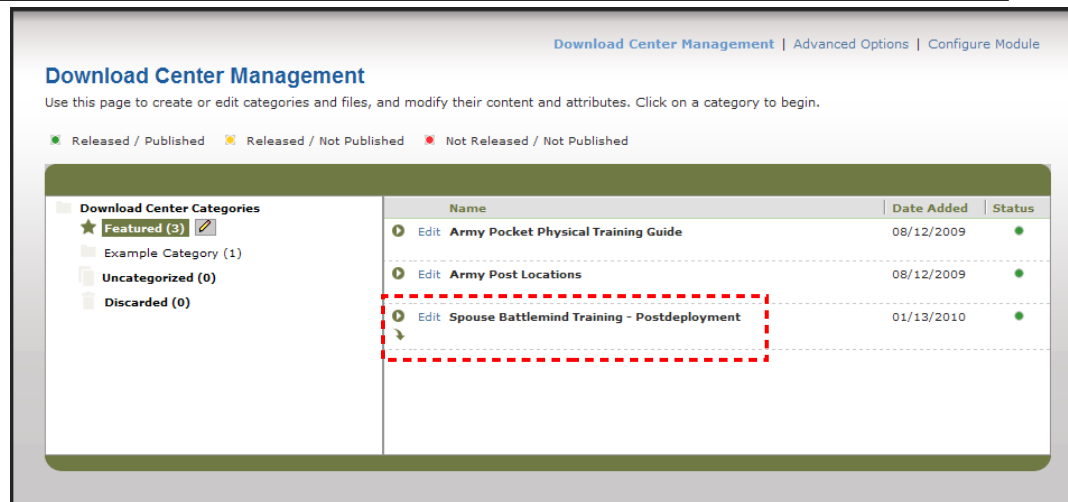
OK Cancel

Create a Shortcut to an Item



The screenshot shows the 'Download Center Management' page. On the left, under 'Download Center Categories', 'Example Category (1)' is selected. A red dashed line indicates a drag-and-drop action from this category to the item 'Spouse Battlemind Training - Postdeployment' in the main table. A dialog box titled 'What would you like to do?' is open, with the option 'Create a shortcut to this File' selected. The table has columns for Name, Date Added, and Status.

Name	Date Added	Status
Edit Spouse Battlemind Training - Postdeployment	01/13/2010	●

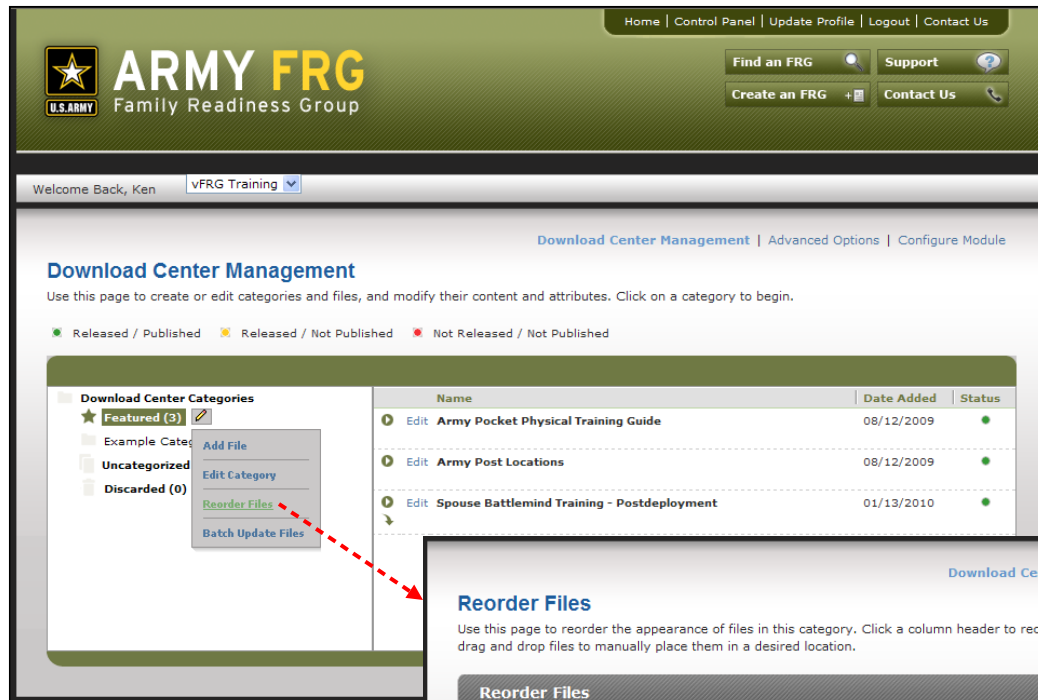


The screenshot shows the 'Download Center Management' page after the item has been moved to the 'Discarded' category. The 'Example Category (1)' is still selected on the left. The item 'Spouse Battlemind Training - Postdeployment' is now listed in the 'Discarded' category. A red dashed box highlights this item in the table.

Name	Date Added	Status
Edit Army Pocket Physical Training Guide	08/12/2009	●
Edit Army Post Locations	08/12/2009	●
Edit Spouse Battlemind Training - Postdeployment	01/13/2010	●

- Shortcuts are created for items that logically belong in more than one category.
 - To create a shortcut, drag and drop an item from one category and drop it onto another category and then select **Create a shortcut to this File** from the dialog box that is presented.
 - The item remains in the original category and a shortcut is created in the category it was dragged to.
 - The item will appear in both categories.
 - Changes made to the original item or any of its shortcuts are propagated to all instances of the item.
 - A down arrow icon in the item listing indicates that the item is a shortcut.
 - From the user perspective, there is no indication that the item is a shortcut (looks exactly like the item is actually in all the folders).
- Shortcuts dragged to the Discarded category or shortcuts that are manually removed do not go to the **Discarded** category (they are immediately and permanently deleted).
- Deleting an item that a shortcut refers to deletes the shortcut permanently.
- The shortcut is not restored if the referenced item is moved back out of the **Discarded** category.
- Deleting a shortcut has no effect on the original file.

Reorder Items



Home | Control Panel | Update Profile | Logout | Contact Us

Find an FRG | Support | Create an FRG | Contact Us

Welcome Back, Ken | vFRG Training

Download Center Management | Advanced Options | Configure Module

Download Center Management

Use this page to create or edit categories and files, and modify their content and attributes. Click on a category to begin.

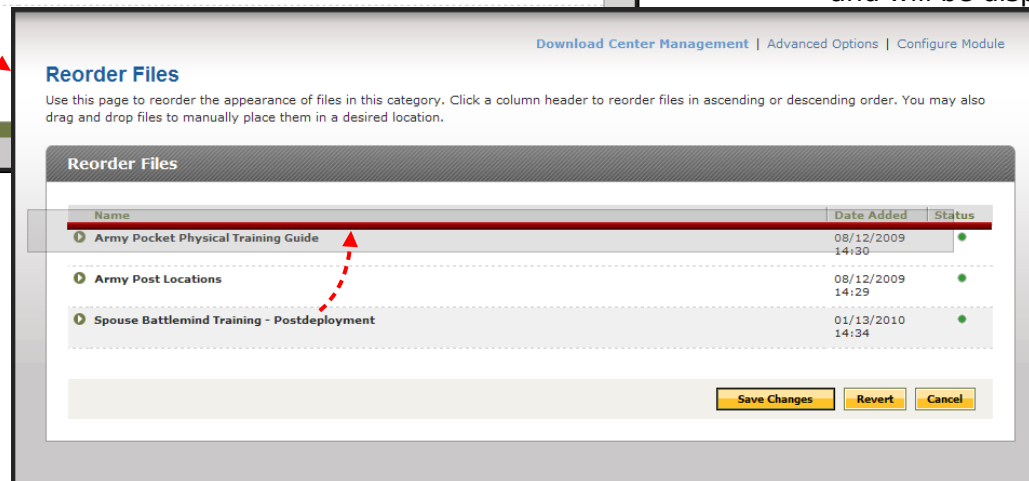
Released / Published | Released / Not Published | Not Released / Not Published

Download Center Categories

- ★ Featured (3)
 - Add File
 - Edit Category
 - Reorder Files
 - Batch Update Files
- Example Categories
- Uncategorized
- Discarded (0)

Name	Date Added	Status
Edit Army Pocket Physical Training Guide	08/12/2009	●
Edit Army Post Locations	08/12/2009	●
Edit Spouse Battlemind Training - Postdeployment	01/13/2010	●

- Items in a category can be reordered by clicking on the pencil icon of a category and selecting **Reorder Files**.
 - The items can then be reordered with drag and drop.
 - The items can also be reordered by clicking on a header to automatically order the items based on the header. For example, the items can be order by the item name (alphabetically) by clicking on the **Name** header.
 - The **Save Changes** button is clicked to save the items in the new order.
 - The items will be reordered in the **Download Center Management** page and will be displayed on the web pages in



Download Center Management | Advanced Options | Configure Module

Reorder Files

Use this page to reorder the appearance of files in this category. Click a column header to reorder files in ascending or descending order. You may also drag and drop files to manually place them in a desired location.

Name	Date Added	Status
Edit Army Pocket Physical Training Guide	08/12/2009 14:30	●
Edit Army Post Locations	08/12/2009 14:29	●
Edit Spouse Battlemind Training - Postdeployment	01/13/2010 14:34	●


Save Changes | Revert | Cancel

Frequently Asked Questions (FAQ)



[FAQ Management](#) | [Advanced Options](#) | [FAQ Configuration](#) | [Configure Module](#)



Add Question

This page allows you to add a new question, including its status and viewing permissions.

Current Category:  Featured


General Information


* Question 
 When and where do the FRG Meetings take place?
 Words:9

* Answer 
 The FRG Meetings take place on the second Tuesday of every month in Building C, Room 215.
 Words:17

Source

Release Schedule

Release Date 

Expiration Date 

View State

Status ☐ Not Approved
☐ Approved, But Not Released
☒ Released

View ☒ All ☐ None ☐ Specific

Require Login ☒

- All Content sections work in the same manner.
- FAQ items are relatively simple (What is the question? What is the answer?).
- The FAQ section is a good place to post answers to questions that always come up at meetings or questions that are often asked about the Unit's site.

Links Management | Links Configuration | Advanced Options | Configure Module

Add Link

This page allows you to add a new link, including its status and viewing permissions.

Current Category: Featured

Link Information

* Name

Words:2

* Description

Words:7

* URL

Open Link In A New Window? ☒ Yes ☐ No

Release Schedule

Release Date

Expiration Date

View State

Status ☐ Not Approved ☐ Approved, But Not Released ☒ Released

View ☒ All ☐ None ☐ Specific

Require Login ☒

- Links can provide users of the site with valuable resources or links to other military websites.
 - e.g. dry cleaner in the area
 - e.g. Military OneSource
- When entering web addresses, make sure to enter the entire address, including the “http://” (the link will not work without the prefix).
- If the **Open Link In A New Window** setting is set to **Yes**, a new browser window will be opened when the user clicks on the link.
 - This is good to use for links to external sites. After following the link, the user will have two browsers open and can easily return to the FRG site by closing the other browser when finished viewing the linked site.
 - May not be good to use when linking to pages within your FRG site.

Add Article
This page allows you to add a new article, including its status and viewing permissions.

Current Category: Featured

General Information

* Article Name
Default Font Size B I U
Ministering to Returning Soldiers
 Words:4

* Article Description
Default Font Size B I U
Army Chaplains are at the forefront in helping Active and Army Reserve Soldiers transition back into their everyday lives
 Words:19

Source FRG

Article Text

* Article Text
Default Font Size B I U
Arlington, VA – As our Soldiers begin to return from operations in the Middle East and Afghanistan, Army Chaplains are at the forefront in helping Active and Army Reserve Soldiers transition back into their everyday lives. The Army recently launched the Deployment Cycle Support (DCS) program to help Soldiers meet the challenges of returning home from a mission. The program is designed to assist Soldiers as they reunite with their Families, return to their communities, assist on financial matters and re-establish their job role at home base or in the civilian sector.
 Words:93

Release Schedule

Release Date Content will appear at 12:00am Pacific Standard Time (PST) on selected date.

Expiration Date Content will expire at 11:59pm Pacific Standard Time (PST) on selected date.

View State

Status ☐ Not Approved
☐ Approved, But Not Released
☒ Released

View ☒ All ☐ None ☐ Specific

Require Login ☒

- The News item contains a few more entry fields than the other content items:
 - **Article Name** – This is the headline of the article. The Article Name can be clicked on by the user to open the actual article item.
 - **Article Description** – A brief description of the article. Longer than the name, but shorter than the body. The article description could be referred to as a “teaser” because it should get the user interested in reading the entire article..
 - **Source** – The source that the article was taken from. This could be the author of the story, title of the publication, etc.
 - **Article Text** – This is the actual text of the article. This field provides some formatting tools such as font size, bold, italic, underline, bulleted list, and the ability to add hyperlinks to the article.
 - **Release Date/Expiration Date** – These fields can be set to control when the article is displayed for the users. Article will only be displayed between the **Release Date** and the **Expiration Date**.
 - The **Release Date** and **Expiration Date** fields are not required fields. If dates are not entered into either field, the article will be displayed regardless of the current date. Can set the release date but not the expiration date, or vice versa.
 - The **View State** and **Require Login** controls provide the same functionality as previously described content items.

Photo Gallery



- The Photo Gallery is used to add photos that are viewable by subscribers to the site.
- The **Browse** button next to the **Choose Photo** field is used to locate a photo on your computer to add to the category.
- The **Photo Name** and **Photo Description** will be displayed below the photo.
- **Image Rotation** can be used if the photo is not in the appropriate orientation.
- Photo Items use the same **Release Schedule**, **Status/View** settings, and **Require Login** checkbox as the other content modules.

Photo Gallery Management | Module Settings | Configure Module
View Content Statistics

Add Photo

This page allows you to add a new photo, including its status and viewing permissions.

Current Category: Featured

General Information

* Choose Photo:

.. Photo Name:
 Words: 4

.. Photo Description:
 Words: 5

Source:

Image Rotation: ☒ Leave Image Alone
☐ Rotate Clockwise
☐ Rotate 180 Degrees
☐ Rotate Counter-clockwise
☐ Reset Original Rotation

Release Schedule

Release Date:

Expiration Date:

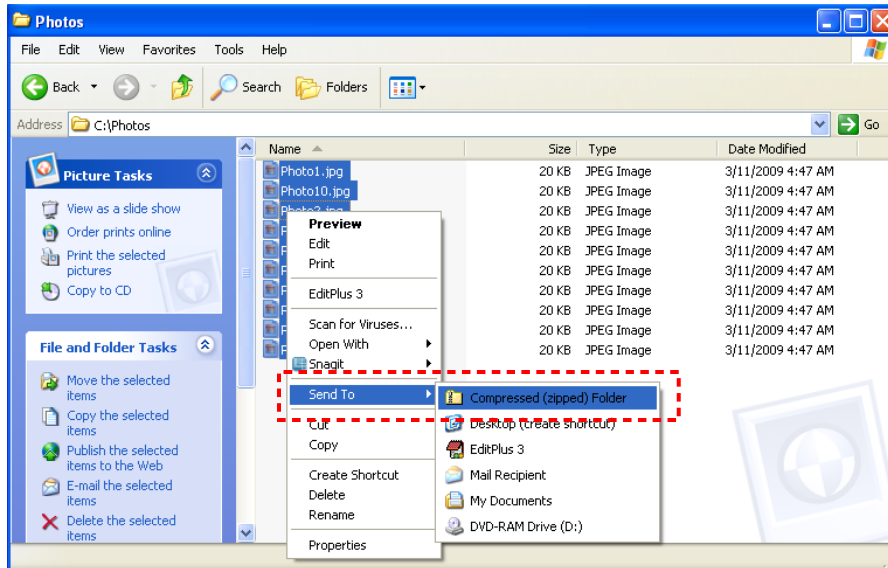
View State


Status: ☐ Not Approved
☐ Approved, But Not Released
☒ Released

View: ☒ All ☐ None ☐ Specific

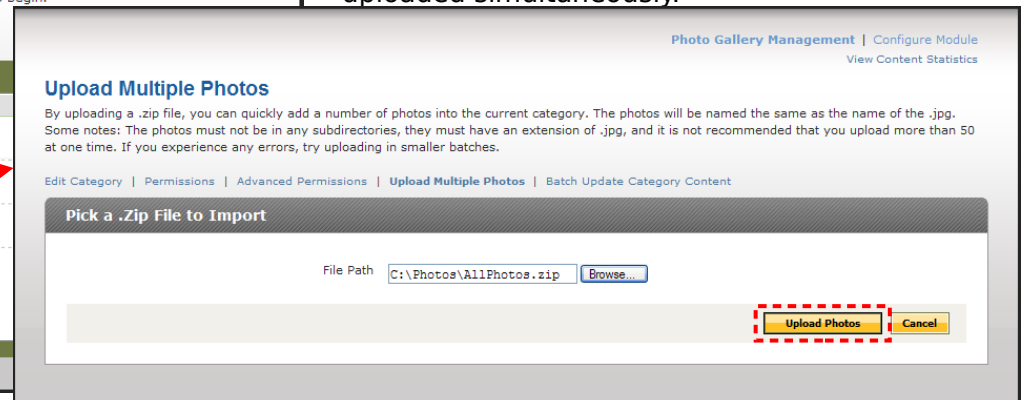
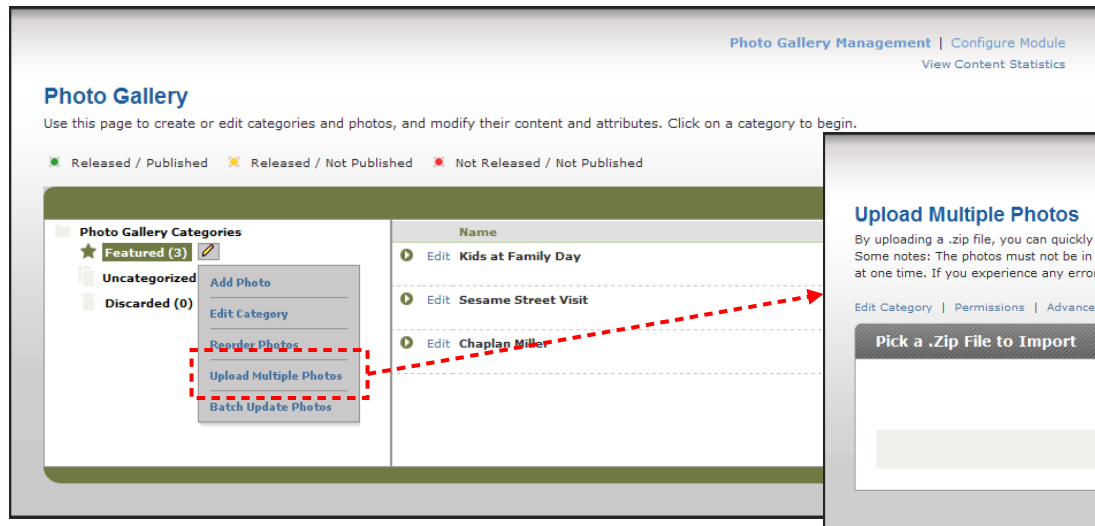
Require Login: ☒

Photo Gallery

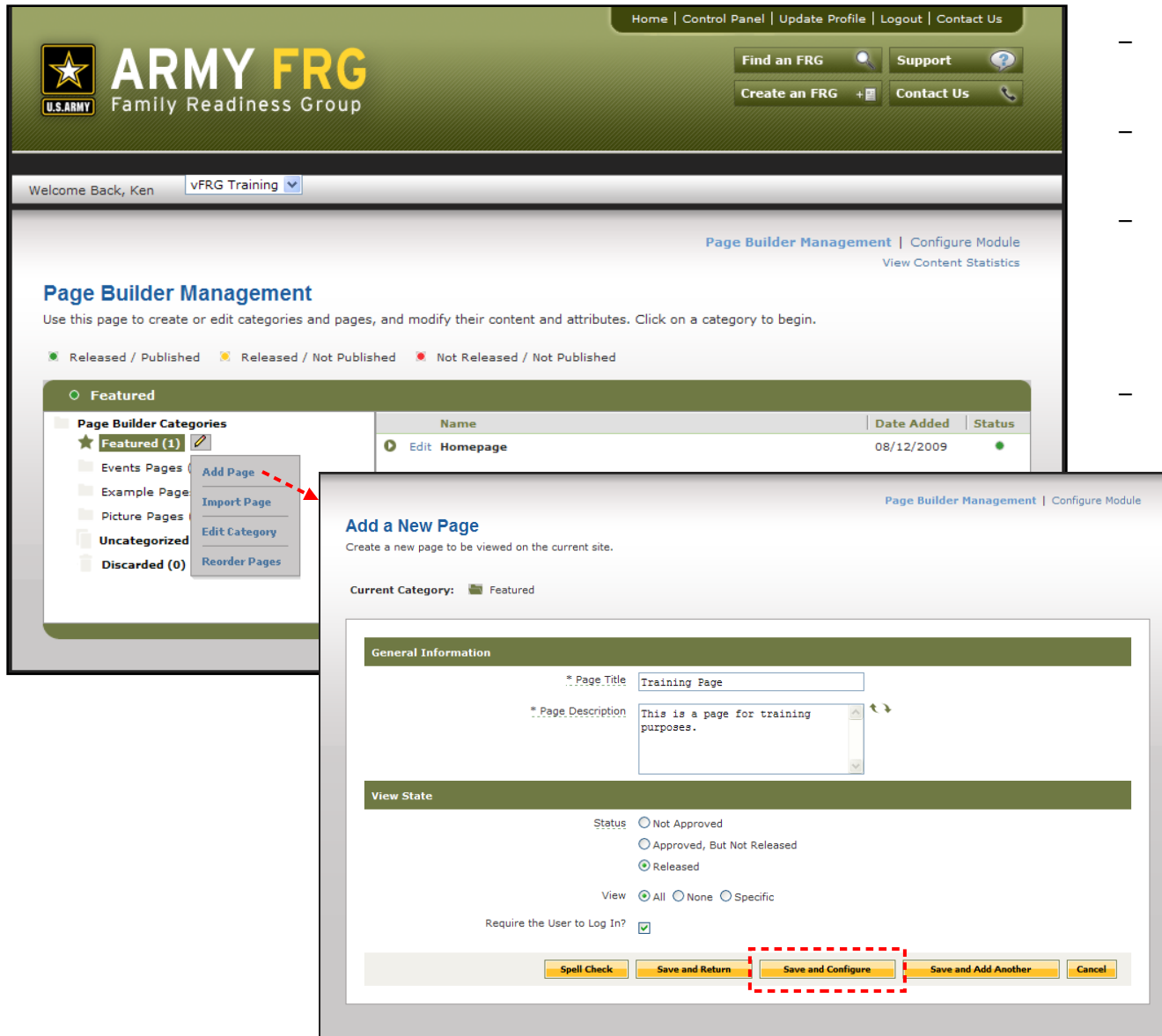


- **Photo Gallery** provides the ability to upload more than one photo at a time.
- This is done by first adding multiple photos to a ZIP file.
 - In Windows Explorer, select all the photos to be added to the ZIP file, right click on one of the selected photos, and select **Send To**  **Compressed (Zipped) Folder**.
 - A ZIP file is created containing the selected photos.
- To upload the photos contained in the ZIP file:
 - Click the Pencil icon next to a category and select **Upload Multiple Photos**.
 - Must be a ZIP file that is <15MB and <50 pictures.
 - Server needs to process the zip file and may time out if the file is too big or if there are too many pictures.
 - Can create and upload multiple ZIP files if one ZIP file size is too big or contains too many pictures.

Browse for the ZIP file and then click on the **Upload Photos** button. All of the photos will be uploaded simultaneously.



Page Builder



The screenshot shows the Army FRG (Family Readiness Group) Page Builder interface. The top navigation bar includes links for Home, Control Panel, Update Profile, Logout, and Contact Us. The main header features the Army FRG logo and buttons for Find an FRG, Support, Create an FRG, and Contact Us. The user is logged in as 'Ken' and is viewing the 'vFRG Training' module.

The 'Page Builder Management' section provides instructions on how to use the page to create or edit categories and pages. It includes a table of 'Page Builder Categories' with columns for Name, Date Added, and Status. The 'Featured' category is selected, showing a table with one entry: 'Homepage' added on 08/12/2009.

The 'Add a New Page' form is displayed, showing the 'General Information' section with fields for Page Title (Training Page) and Page Description (This is a page for training purposes). The 'View State' section includes radio buttons for Status (Not Approved, Approved, But Not Released, Released) and View (All, None, Specific). The 'Require the User to Log In?' checkbox is checked. The 'Save and Configure' button is highlighted with a red dashed box.

- The **Page Builder** module works in the same manner as the other content modules.
- The **Featured** category contains the **Homepage** of the site when the site is first created.
- Other pages can be created and then linked together. For example, the Homepage may link to Alpha Company's page which links to a special page with Alpha Company's events.
- To create a new page:
 - Click Pencil icon next to a category (e.g. Featured) and select **Add Page**.
 - Fill out the form and select **Released** if the page will be immediately made available to users.
 - Select the **All** selection of the **View** radio buttons if the page should be viewable by all users.
 - Make sure that the **Require the user to Log In?** checkbox is selected if you want only logged in users to access the page.
 - Click **Save and Configure** to save the page and edit it immediately after its creation.


Page Builder




Page Builder Management | Configure Module
View Content Statistics

Edit Page Content

Use the tools to update the content of the current page. To get started, please click on the "pencil" icon located at the top of any "outlet". Please refer to the Xtendable Server Guide for more instructions.

Current Category:  Featured

Current Page:  Training Page

User Mode Url:  https://www.armyfrg.org/skins/frg/display.aspx?action=display_page&mode=User&ModuleID=8cde2e88-3052-448c-893d-d0b4b14b31c4&ObjectID=a8b02f70-be09-4332-a97c-5585da9794b8

Edit Page Content

Header/Footer Template

Use this layout to create newsletters or any type of pages with a banner or logo on the top, pictures or text in the middle, and contact information on the bottom.

Outlet 1
Outlet 2
Outlet 3
Outlet 4

Three Column No Header

A three-column layout with no header across the top.

Outlet 1	Outlet 2	Outlet 3
----------	----------	----------

Three Column Footer

A three-column layout with a footer along the bottom.

Outlet 1	Outlet 2	Outlet 3
Outlet 4		

Header/Footer Three Column

A three-column layout with a header across the top and a footer along the bottom.

Outlet 1
Outlet 2
Outlet 3
Outlet 4
Outlet 5

Footer Template

This layout is ideal for creating pages that contain an image next to a block of text followed by contact information.

Outlet 1	Outlet 2
Outlet 3	

Header Template

This layout is excellent for creating a page with a banner or catchy title and a lead news story with a photo.

Outlet 1
Outlet 2
Outlet 3

Right Bar Template

This layout is great for creating a page with a main block of text surrounded by supporting information such as an article with links to other popular articles featuring that same subject.

Outlet 1	Outlet 2
----------	----------

Two Column Split Template

This layout is good for creating pages with multiple blocks of information to grab the reader's attention quickly. You can list upcoming announcements, important links, or frequently asked questions.

Outlet 1	Outlet 2
Outlet 3	Outlet 4

Two Column Template

This layout is perfect for pages where you would like to display blocks of information side by side, such as site homepages.

Outlet 1	Outlet 2
----------	----------

Free Form Template

This layout works well if you will be entering custom HTML into your page or adding large amounts of content that doesn't require specific formatting.

Outlet 1

Header, Two Column, Footer, Two Column

A two-column layout with a header across the top and a footer along the bottom and two more columns below the footer.

Outlet 1	
Outlet 2	Outlet 3
Outlet 4	
Outlet 5	Outlet 6

Header Three Column

A three-column layout with a header across the top.

Outlet 1		
Outlet 2	Outlet 3	Outlet 4


Save and Next Cancel


- Templates are provided containing several layouts that can be selected for the page.
- Choose one of the templates (e.g. **Header/Footer Template**) and click the **Save and Next** button.
- The page is opened for editing and outlets are added to each of the frames, based on the template that was selected.


Page Builder Management | Configure Module
View Content Statistics

Edit Page Content

Use the tools to update the content of the current page. To get started, please click on the "pencil" icon located at the top of any "outlet". Please refer to the Xtendable Server Guide for more instructions.

Current Category:  Featured

Current Page:  Training Page

User Mode Url:  https://www.armyfrg.org/skins/frg/display.aspx?action=display_page&mode=User&ModuleID=8cde2e88-3052-448c-893d-d0b4b14b31c4&ObjectID=a8b02f70-be09-4332-a97c-5585da9794b8

Edit Page Content


Save Page Publish Page Preview Page

Add New Outlet Page Properties

Version History: [1]

Title	Sample Content
Title	Sample Content
Title	Sample Content



- The page template can be changed by selecting **Page Properties**  **Change Template**.
- A new template can be selected and applied to the page by clicking on the **Save and Next** button.
 - When changing the template, outlets and content are never deleted or added.
 - Outlets are simply moved to another area (you never need to worry about losing content when changing the template).

Page Builder

- Outlets can be moved to another frame or to a different area in the same frame by dragging and dropping them with the outlet “handle” (the triangular formation of dots to the left of the outlet’s title).

Edit Page Content

Save Page

Publish Page

Preview Page

Add New Outlet

Page Properties

Version History: [1]

Title

Sample Content

Title

Sample Content

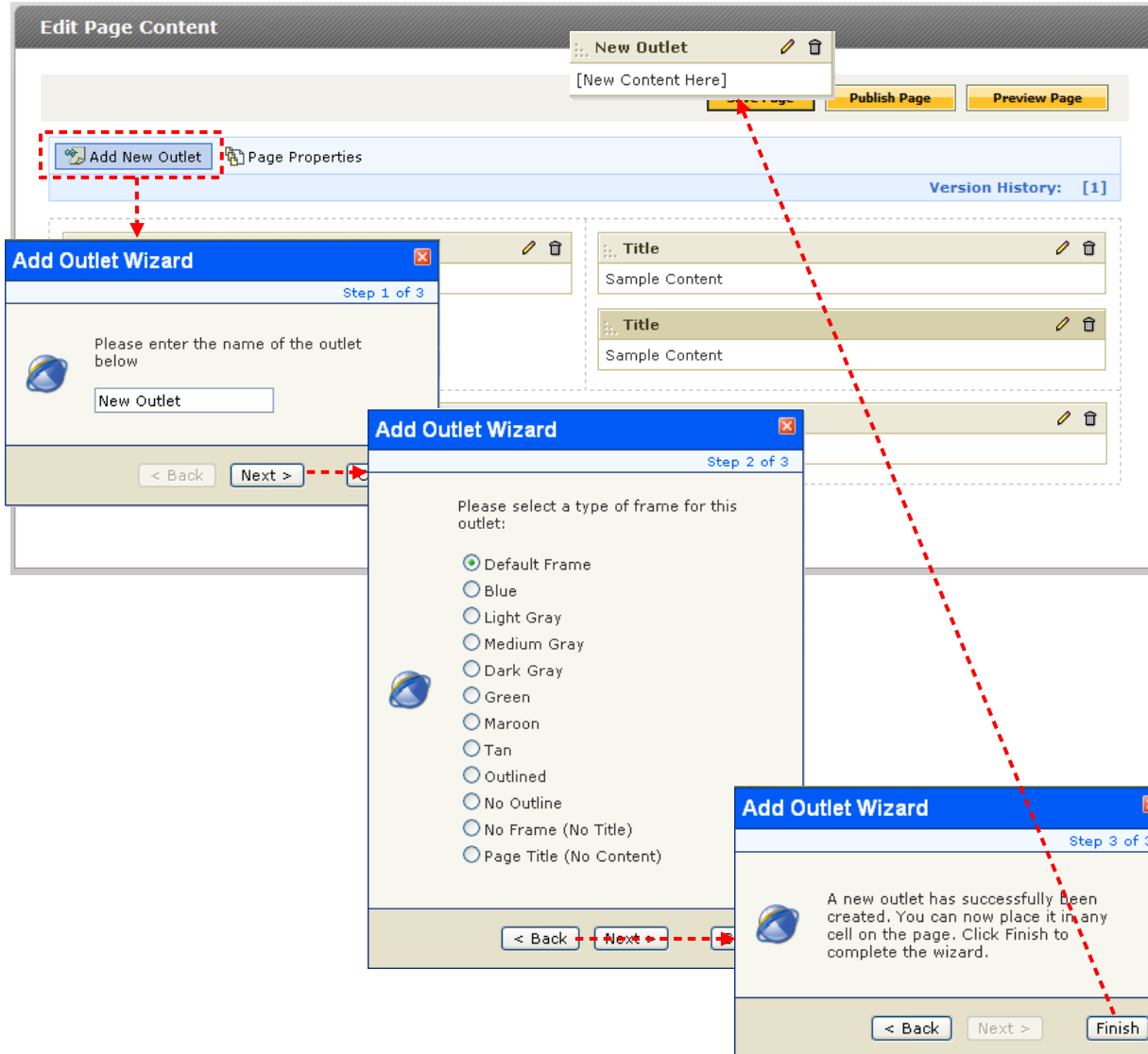
Title

Sample Content

Title

Sample Content

Page Builder



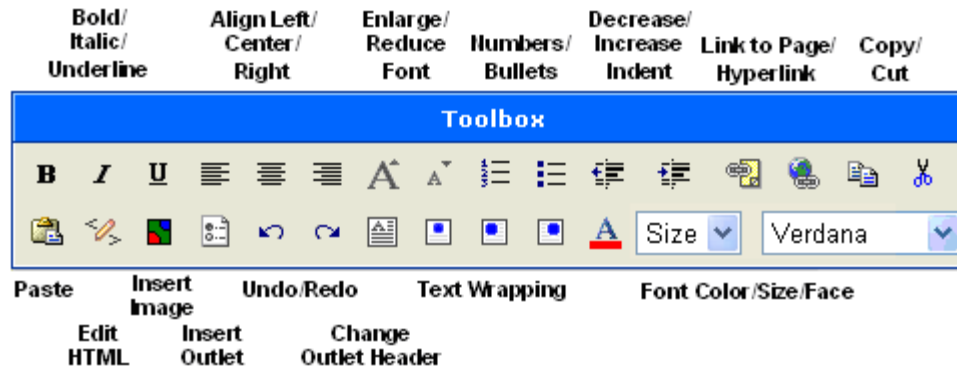
The screenshot illustrates the process of adding a new outlet to a page. The main window is titled 'Edit Page Content' and shows a page layout with a 'New Outlet' button at the top. A red dashed arrow points from this button to the 'Add New Outlet' button in the 'Page Properties' section. Below this, the 'Add Outlet Wizard' is shown in three steps:














- Step 1 of 3:** A dialog box asking for the outlet name. The text 'New Outlet' is entered in the input field.
- Step 2 of 3:** A dialog box asking for the frame type. The 'Default Frame' option is selected from a list of radio buttons.
- Step 3 of 3:** A dialog box showing a confirmation message: 'A new outlet has successfully been created. You can now place it in any cell on the page. Click Finish to complete the wizard.' The 'Finish' button is highlighted.

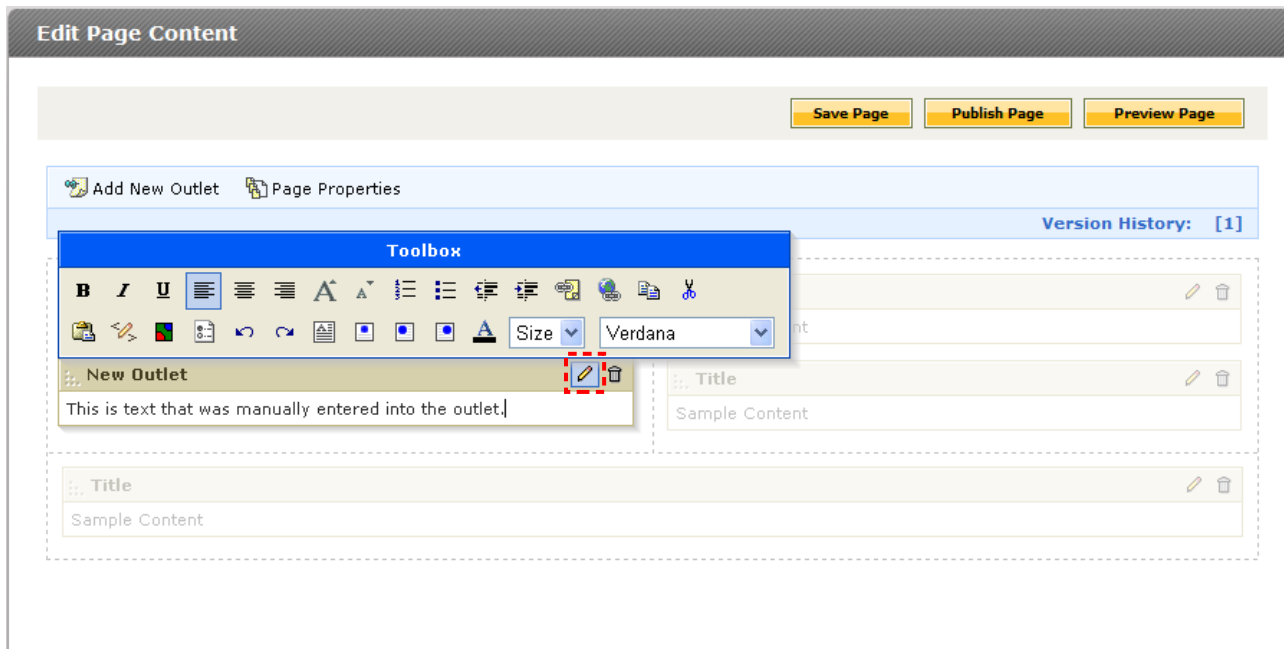
Red dashed arrows indicate the flow of the wizard and the placement of the new outlet on the page.

- To add a new outlet to a page:
 - Click on the **Add New Outlet** button, enter the outlet name in the first screen, and click on the **Next** button.
- Select which color to assign to the outlet header or select Outlined, No Outline, No Frame (Not Title) or Page Title (No Content).
 - Selecting **Default Frame** or any of the color options will create an outlet that displays the name of the outlet to the user as well as a divider line below the name. Default Frame will be grey.
 - Selecting **No Frame (No Title)** will create an outlet that does not display the name of outlet and does not contain a divider line.
 - This setting only effects the display on user side, not on the design side (the frame is always displayed in design view).
- When the **Finish** button is clicked, the new outlet is added at the top of the page
- The new outlet can be dragged down to the appropriate position.

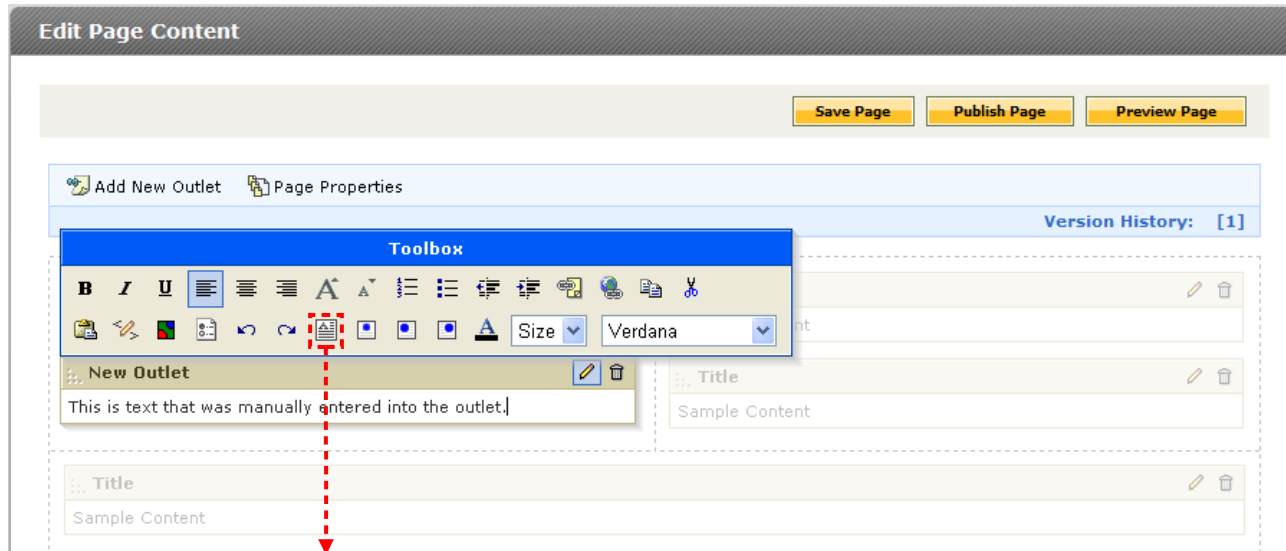
Page Builder



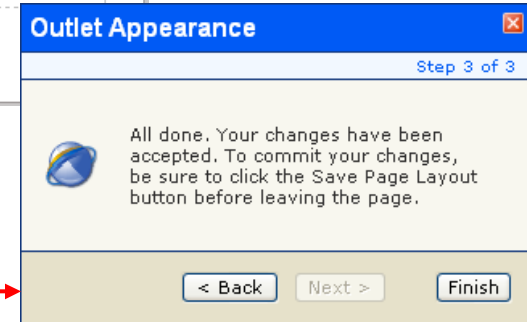
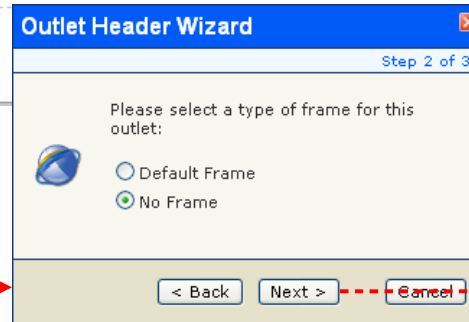
- To add Content to an outlet manually:
 - Click on the Pencil icon to edit an outlet.
 - Text can be manually entered into the outlet.
 - The following formatting tools are available:
 - To bold text, select the desired text and click  in the Toolbox.
 - To italicize text, select the desired text and click .
 - To underline text, select the desired text and click .
 - To enlarge/decrease the text size, select the desired text and click on the  or  buttons.
 - To align the text in the center of the outlet, select the text and click . Use  or  tools to left align or right align text.
 - To undo the last action, click  or click  to redo the last action.
 - To increase the paragraph indent within the outlet, select the paragraph text and click . To decrease the indent, select the paragraph text and click .
 - To create a numbered list, select the desired text and click .
 - To create a bulleted list,



Page Builder



- To change the frame used by the outlet (frame/no frame), click on the **Change Outlet Header** tool and select the desired setting.



Page Builder

Edit Page Content

Save Page

Publish Page

Preview Page

Add New Outlet Page Properties

Version History: [1]

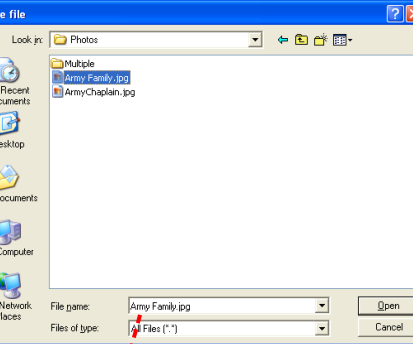
Toolbox

B I U [List Icons] [Size] Verdana

New Outlet

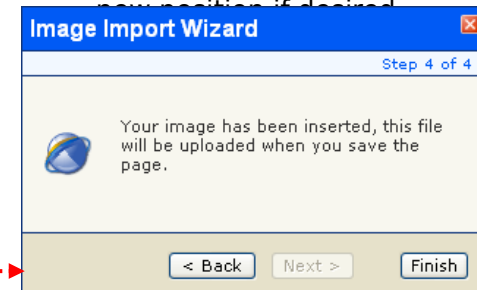
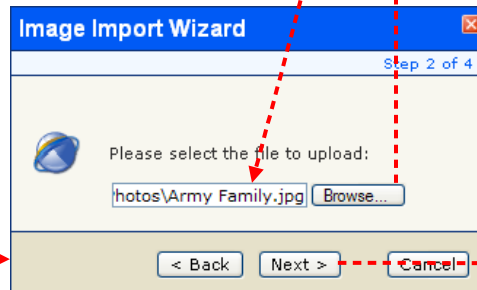
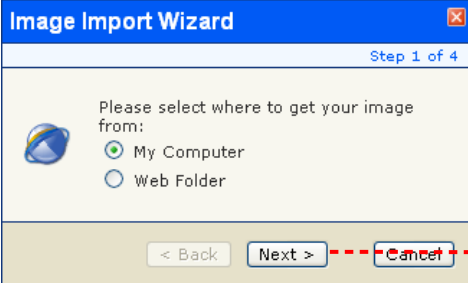
This is text that was manually entered into the outlet.

Title
Sample Content



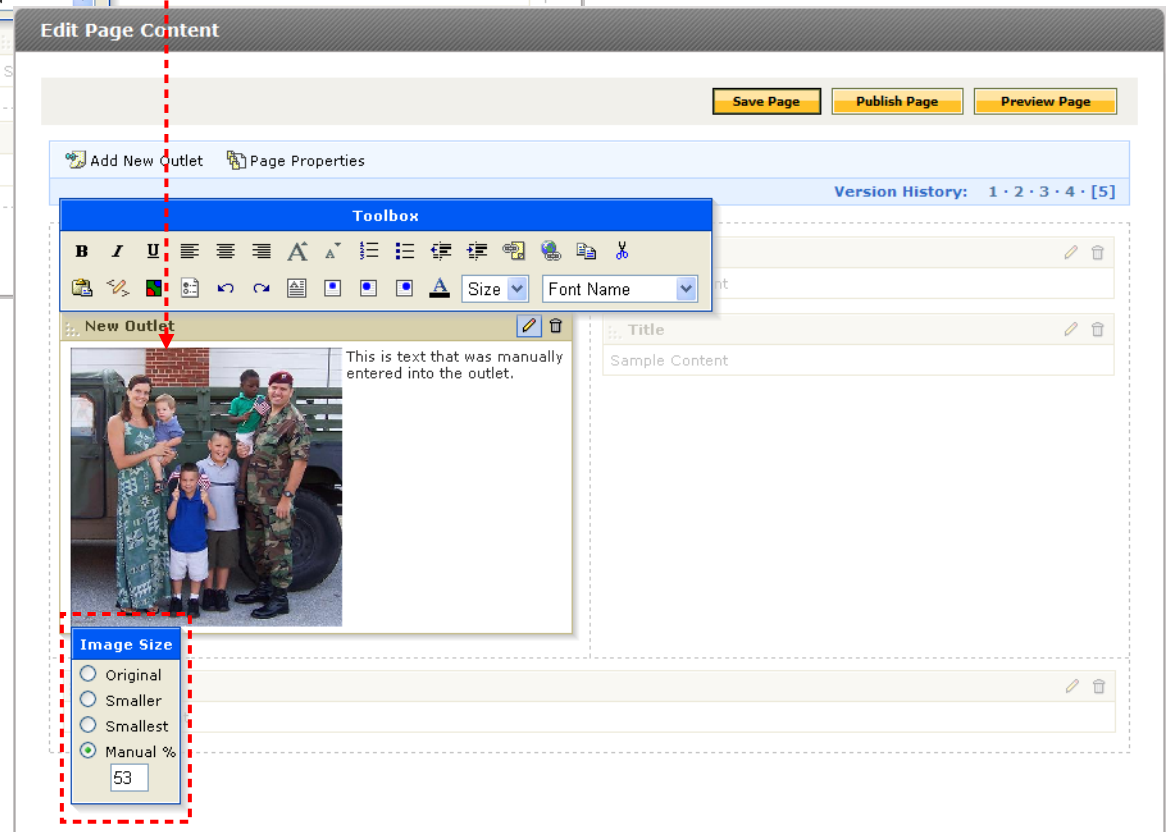
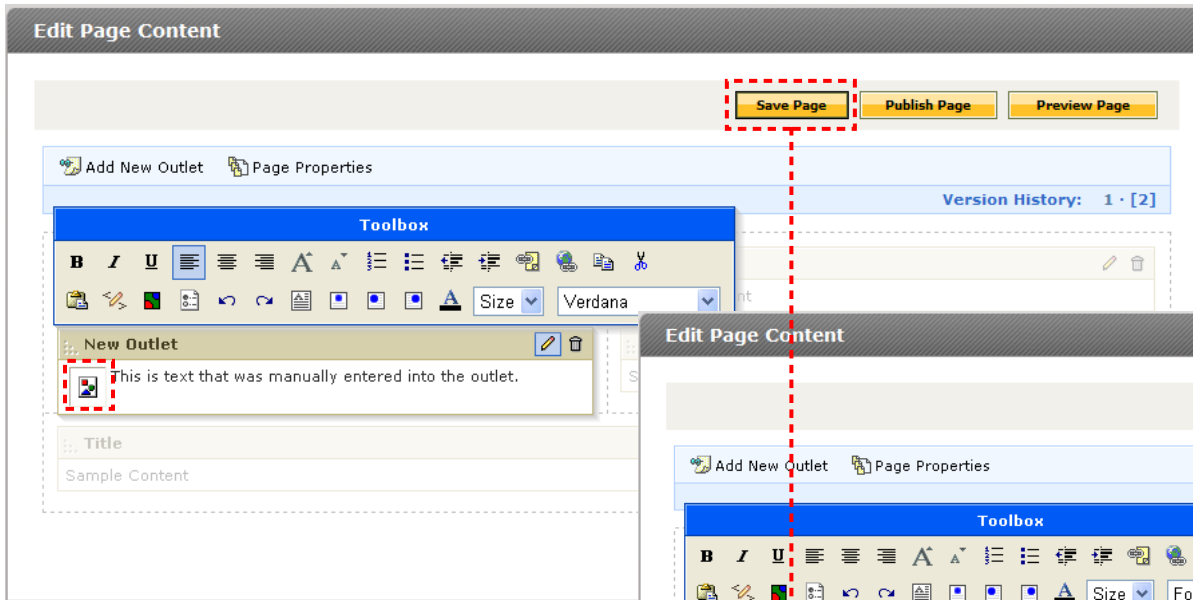
- To insert an image, click on the **Insert Image** tool and proceed through the **Image Import Wizard**. Some things to consider when inserting images:

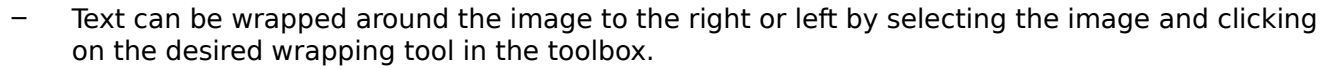
- Available page area is only 570 pixels wide (large images will expand the margins too far).
- Can set size to:
 - Original
 - Smaller (1/2 size)
 - Smallest (1/4 size)
 - Manual
- When image is first inserted, only an image "placeholder" is added to the page. This is because the image has not been uploaded to the server yet and therefore Page Builder is not able to display it.
- Can move placeholder to new position if desired.



Page Builder

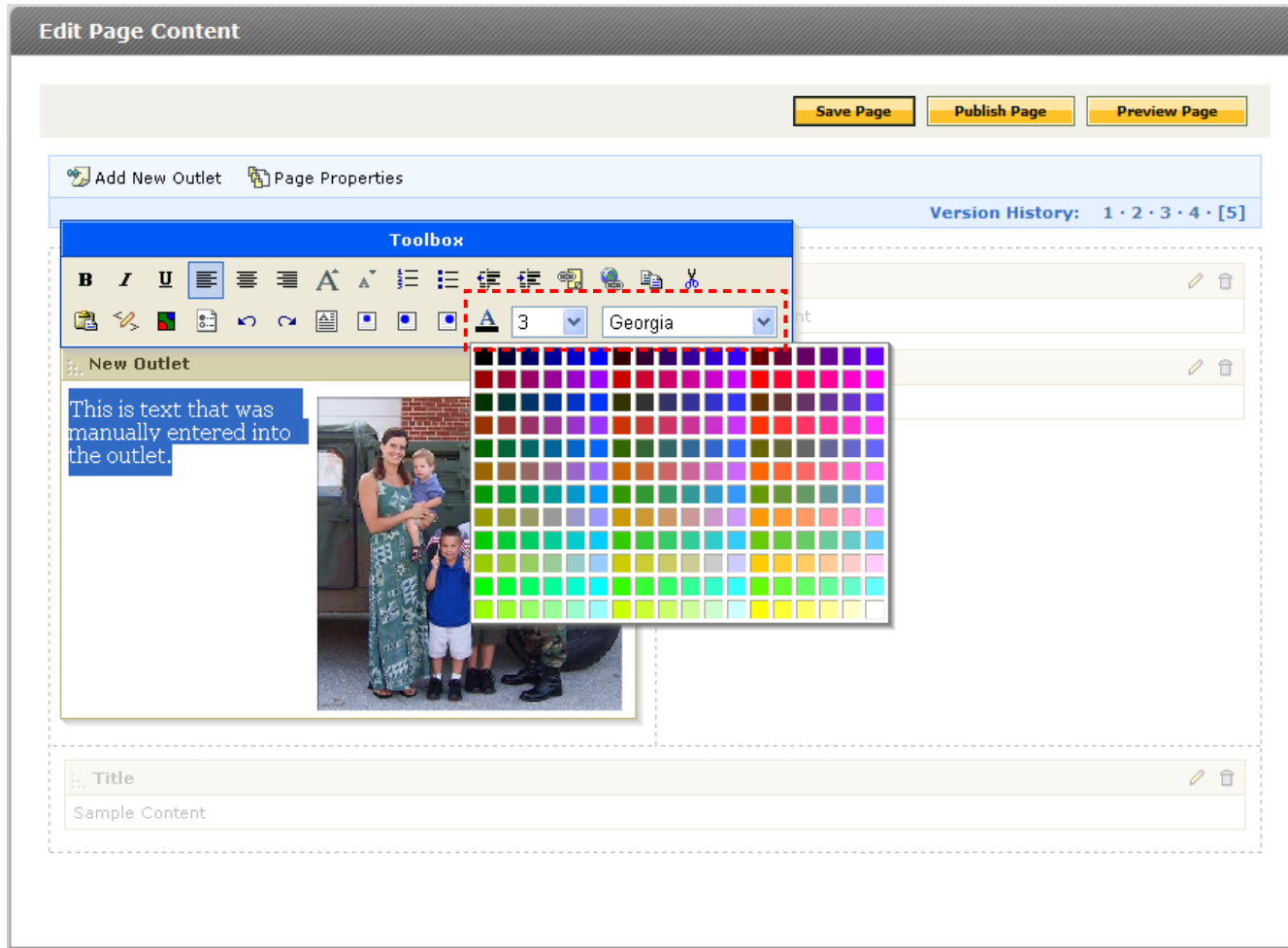
- The image is first inserted on page with a "placeholder" icon.
- The page must be saved first before the image is uploaded to the Army vFRG site and displayed on the page.
- The image can then be resized by clicking on it and using the **Image Size** controls.





Page Builder

- Text **Font Color**, **Font Size**, and **Font Type** can be changed by selecting the desired text and using the color picker and font size/type drop down boxes.



The screenshot displays the 'Edit Page Content' interface. At the top, there are buttons for 'Save Page', 'Publish Page', and 'Preview Page'. Below these, there are links for 'Add New Outlet' and 'Page Properties'. A 'Version History' section shows versions 1, 2, 3, 4, and [5]. The main editing area features a 'Toolbox' with various formatting options. A red dashed box highlights the font color, font size, and font type dropdowns. A color picker is open, showing a grid of color swatches. The main content area contains a text block with the text 'This is text that was manually entered into the outlet.' and an image of a woman and two children. The interface also includes a 'Title' section with 'Sample Content'.

Page Builder

Edit Page Content

Save Page Publish Page Preview Page

Add New Outlet Page Properties

Version History: 1 · 2 · 3 · 4 · 5 · [6]

Toolbox

B I U [List of icons] Size Verdana

New Outlet

This is text that was manually entered into the outlet.

This is a link to BBQ Page

Title

Sample Content

- Links to other Page Builder pages you have built for your site can be created by selecting text (or an image) and clicking on the **Link to Another Page Builder Page** tool and then completing the **Hyperlink Wizard**.
- All pages that exist in your Unit site will be available for selection in the drop down box in **Step 2 of 3**.
- The selected text or image will then be a hyperlink to the selected page.

Hyperlink Wizard

Step 1 of 3

Use this wizard to link to another page you created using PageBuilder.

< Back Next > Cancel

Hyperlink Wizard

Step 2 of 3

Please select the page you would like to link to.

4th of July BBQ

< Back Next > Cancel

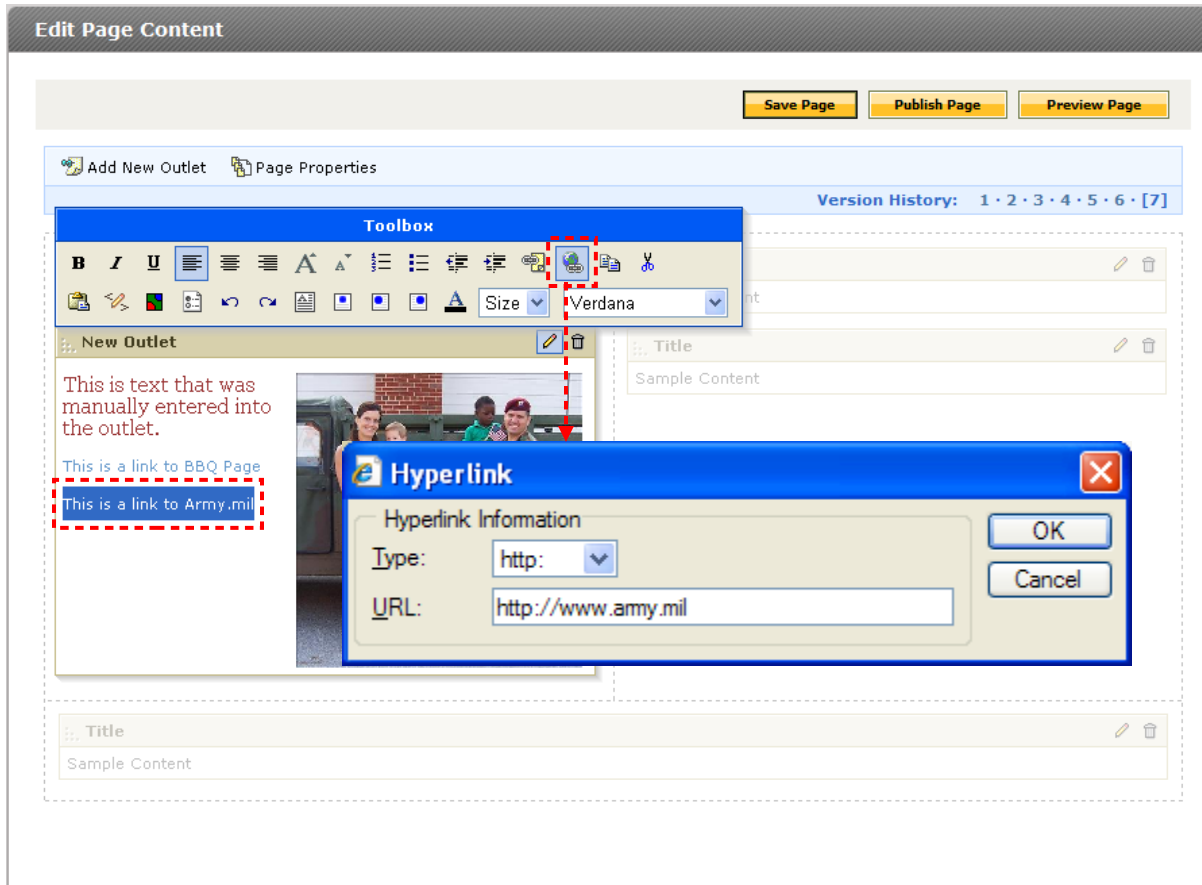
Hyperlink Wizard

Step 3 of 3

Your link has been created.

< Back Next > Finish

Page Builder

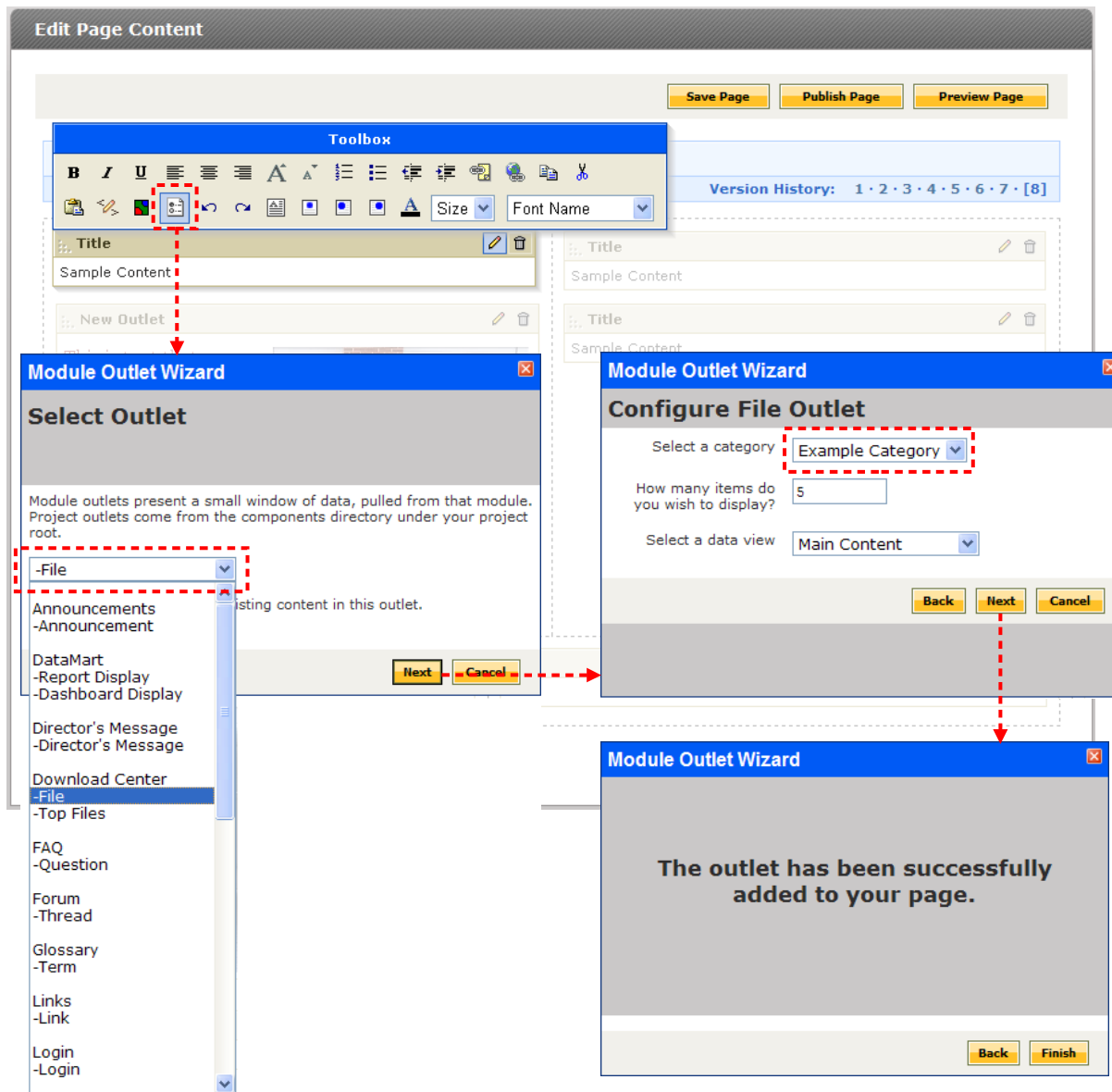


- Links to external web pages are created by selecting the desired text (or image) and clicking on the **Create a Hyperlink** tool.
- The web address of the page that the selected text (or image) will link to is entered into the **URL** field.
- Be sure to select the appropriate address prefix ("http:", "https:", "ftp:", etc.) from the **Type** drop down box.
- The selected text or image will then be a hyperlink to the entered web address.

[illegible]

- If there are formatting effects for which there is no tool in the Toolbox, you can use the HTML Editor to manually enter HTML into the outlet (e.g. creating tables in an outlet)
- www.w3schools.com is a great site for learning HTML and trying out HTML code that you can copy and paste into the Page Builder outlets.

Page Builder



- Rather than entering content manually into outlets, they can also be configured to display content from the content modules (FAQ, Downloads, News, etc.).
 - Click on the **Add Outlet** tool in the toolbox.
 - If the outlet already contains content, all content will be overwritten when the content outlet is added. Be careful when adding a content outlet not to overwrite existing content (should always use blank outlet).
 - Select an item in the drop down box with a hyphen (-) directly below the “header” entries without a hyphen (e.g. select **-File** under **Download Center**).
 - Click **Next** to proceed to the next step.
 - Select the category that is to be displayed in the outlet.
 - Define how many items you want to display in the outlet.
 - Use the **Data View** drop down box to determine how much information is displayed about each item.
 - Complete the Wizard by clicking on the **Next** button and then the **Finish** button.

Page Builder

Edit Page Content

Save Page
Publish Page
Preview Page

Add New Outlet
Page Properties

Version History: 1 · 2 · 3 · 4 · 5 · 6 · 7 · 8 · [9]


Title
Download Center: display_outlet

New Outlet

This is text that was manually entered into the outlet.

This is a link to BBQ Page

This is a link to Army.mil



Title
Sample Content

Title
Sample Content

Title
Sample Content

- Upon closing the Wizard, the outlet contains a yellow box with the name of the Content Type that was assigned to the outlet.
- This outlet will now dynamically display the contents of the selected content module's assigned category.

Shaunya Murrill/IMCOM, G9/shaunya.murrill@us.army.mil

UNCLASSIFIED
45 of 49 D

Beginner Session #1

Preview Page

This page allows you to preview page content.

Update Page | **Edit Page Content** | Keywords | Export Page | Preview Page

Training Page

This is a page for training purposes

Download Items

Spouse Battlemind - Post Deployment

[6/21/2011]

This is a PowerPoint presentation for spouses concerning post deployment.

File Size : 314 KB | Source: Battlemind
[Download](#)

Title

Sample Content

Title

Sample Content

New Outlet

This is text that was manually entered into the outlet.

[This is a link to the BBQ Page](#)

[This is a link to Army.mil](#)



Title

Sample Content

- The **Save** button can be used to save the editing of the page. This will not effect the page that is viewable by the user. It will simply save the page for editing purposes.
- The **Preview Page** button can be used to preview the page as it would be seen by users. The design view does not contain a left navigation area and therefore does not provide an accurate depiction of how the page will appear to users.
- Once on the **Preview Page**, the **Edit Page Content** link at the top of the page can be used to return to the Edit Page Content page.

Page Builder



Edit Page Content

Save Page
Publish Page
Preview Page

Add New Outlet
Page Properties

Version History: 1 · 2 · 3 · 4 · 5 · 6 · 7 · 8 · [9]

Title


Download Center: display_outlet

New Outlet

This is text that was manually entered into the outlet.

[This is a link to BBQ Page](#)

[This is a link to Army.mil](#)



Title

Sample Content

Title

Sample Content

Title

Sample Content

- The **Publish Page** button can be clicked to publish the page changes so that the changes are visible to the site users.
- The **Publish Page** button also saves the page (there is no need to Save the page first when Publishing the page).
- The **Version History** links can be used at any time to revert back to a previously saved version. When you hover over the version, it will tell you the date and time it was saved, who saved it, and if it is the published version.
- When reverting to a previous version, the **Publish** button must be clicked to make the previous version available to the site users.

Shaunya Murrill/IMCOM, G9/shaunya.murrill@us.army.mil

UNCLASSIFIED
47 of 49 D

Beginner Session #1

Contacting Technical Support




The screenshot shows the Army vFRG website interface. At the top, there is a navigation bar with links: Home | Control Panel | Update Profile | Logout | Contact Us. The 'Contact Us' link is highlighted with a red dashed box and an arrow pointing to it. Below the navigation bar, the main header reads 'vFRG Training We are here to teach you'. A secondary navigation bar includes links: Home, Get Started, Resources, Featured Links, and Site Tools. The main content area is titled 'Contact Us' and asks 'Who would you like to contact?'. It lists three options: 'HQ Family Programs' (Questions about policy or family services?), 'Technical Support' (Issues with login or site problems), and 'Your Unit' (Have questions for your unit? Get help from your local unit). The 'Technical Support' link is highlighted with a red dashed box and an arrow pointing to it. At the bottom, there is a link for 'Launch of Post-9/11 GI Bill era' dated [6/3/2011].

- The **Contact Us** link is located at the top of every page within the Army vFRG site.
- This link can be clicked on to contact **Technical Support** regarding issues you are having with your Unit's site.
- Click the **Contact Us** link and then select **Technical Support**.
- A list of **Frequently Asked Questions** is presented.
- If your question cannot be answered by reading the FAQs, click on the **Send Feedback** button to submit a question to the Army vFRG Technical Support team.
- Questions are answered within three business days, but usually answered on the same day if the question is submitted during regular work



The screenshot shows the 'Contact Us FAQ' section of the Army vFRG website. It includes a search bar and a list of frequently asked questions. The questions are: 'FRG Administration', 'General Questions', and 'Logging In, Registering, and Subscribing'. At the bottom right of the FAQ section, there is a 'Send Feedback' button highlighted with a red dashed box.

- The following Webinars are also available to Army vFRG Site Administrators:
 - **Beginner Webinar #2:** This webinar covers managing your FRG's profile, uploading your Sponsor Database, managing your Subscribers, and using the Contact Us system.
 - **Intermediate Webinar #1:** This webinar covers the Survey module, the Telephone Tree, and the Calendar.
 - **Intermediate Webinar #2:** This webinar covers the Video Email module, Streaming Video, Post Cards, Forum, Announcements, and the Services Locator.
 - **Advanced Webinar:** This webinar will cover HTML coding such as tables and fonts.